

Hinsdale School Board Meeting
June 11, 2025
SAU Conference Room
6:00 PM

This meeting is being held in person and via Zoom.

Zoom Link:

<https://us06web.zoom.us/j/83981747011?pwd=iqWf1UHUF4vLrz3pPiwQ8MRs49AaIq.1>

Meeting ID: 839 8174 7011

In an effort to maximize our meeting time and make efficient our work on behalf of our students, Hinsdale School Board members have subscribed to the following meeting norms:

1. We will be respectful to all speakers.
2. We listen to understand and not to respond.
3. We will be fully present at the meeting by becoming familiar with materials before we arrive.
4. We will be attentive to how our physical and verbal expressions affect others.
5. Each of us is responsible for respectfully airing disagreements with each other in a timely manner rather than sharing them with others.
6. We will be responsible for examining all points of view before a consensus is accepted.

1. Call to Order A. Anderson

2. Review of the Manifests A. Anderson

3. Minutes A. Anderson

1. Motion to accept the public and non-public minutes of May 14, 2025.
2. Motion to accept the public and non-public minutes of May 28, 2025.

4. Citizens' Comments A. Anderson

Citizens will state their name and then direct their comment to the Chair. If needed, the Chair will ask for Board or Administrative response. The Chair will respond at the next scheduled board meeting if required.

5. Student Presentations: Portrait of a Learner K. Thompson

6. Student Board Member Items K. Howe

7. Superintendent's Report

Dr. Ryan

1. Superintendent's Report – D. Ryan
2. Business Administrator's Report - J. Fortson
3. Director of Academics and Career Readiness' Report - K. Thompson
4. Principals' Reports - A. Roth (HMHS); Dr. Bremner (HES)
5. IT Director's Report - J. Therieau
6. Director of Student Services' Report – P. Wallace
7. Facilities Director's Report – N. Boudreau

8. New Board Business

A. Anderson

1. Student Board Member 2025-2026
2. HFT Discussion - Advisor Stipends
3. School Board Retreat & Goal Setting Scheduling
4. August School Board Meeting Date
5. Handbook Prep Discussion
6. Tuition Rate for 2025-2026
7. Reaffirmation of Policy DAF - Administration of Federal Grant Funds

Other Business

A. Anderson

8. Any other business to be conducted by the Board

9. Committee Reports

A. Anderson

1. Budget Committee Representative (A. Anderson, K. Hemlow = alternate)
2. Community Connections (A. Anderson, K. Hemlow)
3. Facilities Maintenance/Emergency (W. Dingman, Jr.)
4. HASP Advisory Board (K. Gardner, K. Hemlow)
5. Legislation/NHSBA (A. Anderson)
6. Personnel Committee (A. Anderson, W. Dingman, Jr.)
7. Policy Committee (K. Gardner)
8. Selectboard Representative (W. Dingman, Jr., M. Sprague = alternate)
9. Strategic Plan Steering Committee (A. Anderson, K. Hemlow)
10. Tuition Exploratory Committee (K. Gardner, K. Hemlow)
11. Wellness (K. Hemlow, M. Sprague)

Vision Statement

Supporting students by providing personalized learning and creating connections with the greater community.

Mission Statement

The Hinsdale School District works collaboratively with the community to create a safe learning environment that supports opportunities for personalized learning for all students. Our students will be lifelong learners that will be prepared to succeed in an ever-changing and diverse world.

12. Winchester Hinsdale Tuition Agreement Committee (A. Anderson, K. Hemlow; M. Sprague = alternate)

10. Citizens' Comments

A. Anderson

Citizens will state their names and then direct comments to the Chair. If needed, the Chair will ask for Board or Administrative response. The Chair will respond at the next scheduled board meeting if required.

11. Non-public RSA 91 A:3 II (a)(b)(c)(d)(e)(i)(k)(l)(m) (as needed)

A. Anderson

12. Adjournment

A. Anderson

Vision Statement

Supporting students by providing personalized learning and creating connections with the greater community.

Mission Statement

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MINUTES

Hinsdale School Board Meeting
SAU Conference Room
May 14, 2025
6:00 PM

Zoom Link:

<https://us06web.zoom.us/j/83981747011?pwd=iqWf1UHUF4vLrz3pPiwQ8MRs49AaIq.1>

Meeting ID: 839 8174 7011

Board Members Present: April Anderson, Kaylah Hemlow, and Kendra Gardner

Board Members Excused: Wayne Dingman, Jr., Kaylee Howe, and Marc Sprague

Administration Present: Dr. Molly Bremner, HES Principal; Jane Fortson, Business Administrator; Anna Roth, HMHS Principal; Dr. David Ryan, Superintendent; Justin Therieau, Director of Technology; Karen Thompson, Director of Academics and Career Readiness; and Patty Wallace, Director of Student Services

Administration Excused: Nathan Boudreau, Facilities Director

Minutes Recorded by: Maria Webb, Executive Assistant

Call to Order:

A. Anderson called the meeting to order at 6:00 pm.

A. Anderson reviewed the guidelines for holding the Zoom meeting.

Review of the Manifests:

The Board signed the manifests.

Minutes:

1. Public minutes of the Public Hearing of April 9, 2025.
2. Public and non-public minutes of April 9, 2025.

K. Gardner MOVED to approve the minutes listed above with one amendment. K. Hemlow SECONDED. VOTE: 3-0-0, MOTION PASSED.

Citizens' Comments:

A. Anderson opened Citizens' Comments for 30 minutes.

There were no citizens attending.

Student Presentation – Sunnyside Learning Excursion:

Two students presented highlights from the Sunnyside Learning Excursion to Arizona. A. Roth shared examples of the great work the students did while they were there.

The Board thanked the students for presenting.

Student Presentation – Travel Club:

Two students shared a PowerPoint presentation on the Travel Club's trip to Puerto Rico during April break.

The Board thanked the students for presenting.

Travel Club Request for 2027:

After discussion, the following motions were made:

K. Hemlow MOVED to approve the Travel Club request. K. Gardner SECONDED. VOTE: 3-0-0, MOTION PASSED.

Student Board Member Items:

K. Howe was not present.

Superintendent's Report:

Dr. Ryan reviewed his report with the Board. Highlighted:

- Strategic Planning Steering Committee met on April 14th.
- First Southwest Collaborative Planning Session to discuss the concept of a special education collaborative for our region.
- Bravely and Bravely Y2 work on the Middle School redesign.
- NH Ed306.18 Language Changes to Hours Only. We exceed the minimum required hours. The number of days in a school year is still up to the School Board.
- Hinsdale voters passed the Winchester Hinsdale Tuition Agreement on 5/13th. Winchester will vote on 5/17th.
- Holt Fund requests have been approved for the amount of \$29,250.00.

The Board thanked Dr. Ryan for his report.

Business Administrator's Report:

J. Fortson reviewed her report with the Board. Expects to see over \$200k in the positive in the budget for this year. Revenues are on target.

Shared the work she has been doing on the food service negative balances of \$48,635.00 as of June 30, 2024. She has received \$2,500.00+ so far. Is working with the Principals to assist families with applying for assistance. Will be referring those with outstanding balances to collections.

The Board thanked J. Fortson for her report.

Academics and Career Readiness Report:

K. Thompson shared her report with the Board. Highlighted:

- Attended the Tech Ed Conference in April in San Diego.
- Shared regarding the Student Agency trip to Portsmouth. Will continue the work during the summer.
- ELO Exhibition Day is May 29th.
- ELO Mentor Dinner is May 22nd.

The Board asked regarding the status of the Teacher Certification process.

The Board thanked K. Thompson for her report.

Principals' Reports:

A. Roth reviewed her HMHS report with the Board. Highlighted:

- End-of-Year letters will be sent to parents.
- Staffing - need a substitute School Nurse.
- Tours for 5th Graders

The Board thanked A. Roth for her report.

Dr. Bremner reviewed her HES report with the Board. Highlighted:

- Drama Club Play
- Spring Choral Concert
- SAS and EOY Benchmarking
- Teacher Assignments for 2025-2026. The Teachers are involved in the planning process. The Board expressed concern regarding student-teacher ratios.
- Staffing – interviews are in process for 2025-2026 school year openings.

The Board thanked Dr. Bremner for her report.

Technology Report:

J. Therieau reviewed his report with the Board.

- Deployed new laptops to Grade 5. Will use some of the old laptops in the Middle School as spares.
- New projectors were purchased for classrooms with ESSER funds.

The Board thanked J. Therieau for his report.

Student Services Report:

P. Wallace reviewed her report with the Board. Highlighted staff member, Sara Scott.

The Board congratulated Sarah Burgess on completing her degree in Special Education Administration.

Discussed the statewide assessments: DRDP and DLM.

The Board thanked P. Wallace for her report.

Facilities Report:

The Board reviewed N. Boudreau's report. The Seasonal Maintenance position has been filled.

Winchester Hinsdale Tuition Agreement:

Discussed in Dr. Ryan's report.

General Assurances:

Legal counsel advised that the Board may want to wait until after May 19th to sign the document. Discussed Sections A.6 (a) & (b).

After discussion, the following motions were made:

K. Hemlow MOVED to authorize Dr. Ryan and April Anderson to sign the General Assurances by May 19th. K. Gardner SECONDED. VOTE: 3-0-0, MOTION PASSED.

Reaffirmation of:

1. DAB - Fund Balance Policy
2. DAF - Administration of Federal Grant Funds
3. DFA - Investment Policy
4. EHAB - Data Governance Plan

Discussed tabling Policy DAF.

After discussion the following motions were made:

K. Hemlow MOVED to reaffirm DAB, DFA, and EHAB. K. Gardner SECONDED. VOTE: 3-0-0, MOTION PASSED.

Superintendent Hiring Authority:

After discussion, the following motions were made:

K. Gardner MOVED to grant Dr. Ryan hiring authority effective now through the end of summer. K. Hemlow SECONDED. VOTE: 3-0-0, MOTION PASSED.

Policies – Final Readings:

1. ACAC – Title IX Sexual Harassment Policy and Grievance Process
2. BBBF – Student Board Members
3. IMGB – Therapy Animals
4. JFABE – Foster Children
5. JI – Student Rights and Responsibilities
6. JICD – Student Discipline and Due Process
7. JJJ – Access by Nonpublic Students
8. JKAA – Use of Restraints
9. JRA – Access to Student Records – FERPA
10. KEE – Website Accessibility and Grievance

Discussed questions on ACAC and IMGB. IMGB is an optional policy.

After discussion, the following motions were made:

K. Gardner MOVED to accept the Policies above as Final Readings. K. Hemlow SECONDED. VOTE: 3-0-0, MOTION PASSED.

Other Business:

There was no other business.

Dr. Bremner, A. Roth, J. Therieau, K. Thompson, and P. Wallace were excused at 7:56 PM.

Committee Reports:

1. **Budget Committee** – A. Anderson shared that they met in April.
2. **Community Connections** – A. Anderson posted *The Keene Sentinel* article on the tuition agreement vote yesterday.
3. **Facilities Maintenance/Emergency** – Meeting scheduled for 6/13th.
4. **HASP Advisory Board** – Met 5/14th. K. Gardner gave an update on recent activities, including the Drama Club play, Girls on the Run, and the state inspection. J. Fortson shared that we qualified for summer meals.
5. **Legislation/NHSBA** – A. Anderson shared that the reduction in inadequacy funds did not pass. Budget caps for school spending will likely not pass. Encouraged the Board to review the NHSBA bulletins.
6. **Personnel Committee** – Met 5/6th. Contracts went out to the certified staff.
7. **Policy Committee** – Meeting was rescheduled to 5/20th.
8. **Selectboard** – No update.
9. **Strategic Planning Steering Committee** – Captains met 5/12th.
10. **Tuition Exploratory Committee** – No update.
11. **Wellness** – No update.

12. Winchester Hinsdale Tuition Agreement Committee –The Hinsdale School District Special Meeting was 5/13th for voting on the Winchester Hinsdale Tuition Agreement.

Citizens' Comments:

Alex Duso, attending online, expressed appreciation for the work Dr. Bremner is doing at HES that may help decrease costs.

Non-public:

K. Hemlow MOVED to go into a nonpublic session according to RSA 91 A:3 II (a)(c) at 8:13 pm. K. Gardner SECONDED. Roll Call: A. Anderson – yes, K. Gardner – yes, and K. Hemlow – yes. VOTE: 3-0-0, MOTION PASSED.

K. Hemlow MOVED to reconvene the public session at 8:31 pm. K. Gardner SECONDED. Roll Call: A. Anderson – yes, K. Gardner – yes, and K. Hemlow – yes. VOTE: 3-0-0, MOTION PASSED.

K. Gardner MOVED to adjourn the meeting at 8:32 pm. K. Hemlow SECONDED. VOTE: 3-0-0, MOTION PASSED.

I attest that this is a true copy of the minutes:

Maria A. Webb

approved on _____

**Hinsdale School Board Work Session
SAU Conference Room
May 28, 2025
5:00 PM**

Board Members Present: April Anderson, Kendra Gardner, and Kaylah Hemlow

Board Members Attending Remotely: Wayne Dingman, Jr. and Marc Sprague

Administration Present: Jane Fortson, Business Administrator

Minutes Recorded for the School Board by: Maria Webb, Executive Assistant

Call to Order:

A. Anderson called the meeting to order at 5:05 pm.

Non-public:

K. Hemlow MOVED to go into a nonpublic session according to RSA 91 A:3 II (a)(c) at 5:08 pm. K. Gardner SECONDED. Roll Call: A. Anderson – yes, W. Dingman, Jr. – yes, K. Gardner – yes, K. Hemlow – yes, and M. Sprague - yes. VOTE: 5-0-0, MOTION PASSED.

K. Hemlow MOVED to reconvene the public session at 6:38 pm. K. Gardner SECONDED. Roll Call: A. Anderson – yes, W. Dingman, Jr. – yes, K. Gardner – yes, K. Hemlow – yes, and M. Sprague - yes. VOTE: 5-0-0, MOTION PASSED.

Other Business:

There was no other business.

K. Hemlow MOVED to adjourn the meeting at 6:38 pm. K. Gardner SECONDED. VOTE: 5-0-0, MOTION PASSED.

I attest that this is a true copy of the minutes:

Maria A. Webb

approved on _____

Report from the BUSINESS ADMINISTRATOR

David Ryan, Ed.D.
Superintendent

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Jane Fortson, CPA
Business Administrator

HINSDALE

SCHOOL DISTRICT

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

Business Administrator Report June 2025

All contracts and letters of assurance for employees have now gone out. Additionally, all eligible employees received the open enrollment documentation before the break which was due back in by June 5th. We have a couple left outstanding that still need to be collected.

I am continuing to review the year-to-date budget to determine any shortfalls or excess balances in account lines and will be reporting to the Board at the meeting to update you on the status of the eleven months ending May 31, 2025.

I am attaching a letter that will be sent out to all parents over the next week regarding food service balances. As can be seen the amount of debt at this time is approximately -\$49,000. As is required by NH RSA, I am asking the board to allow me to transfer up to \$15,000 to the food service accounts to cover the debt at year end. Last year's debt was transferred over (approximately \$35,000) with the board's permission. As such, an additional \$14,000 to \$15,000 would need to be transferred to cover the food service balance. Each year's total debt must be paid off by law. However, we subtract that debt that was already previously paid by operating budget funds. I budgeted \$15,000 for this purpose to pay down the debt.

I will be bringing an updated 25/26 budget for the board's information which has been updated to reflect any items, expenditures, etc. that have changed since the vote on it in March. The bottom line, of course, remains the same.

I wanted to let you know that Nate Boudreau has passed the Building Operator Certificate Level I training and has earned the BOC Level I Training Certificate of Completion. Congratulations to Nate!!

Respectfully submitted,
Jane

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 6/30/2025

Account Mask: 100????????????????

Account Type: REVENUE

☐ Print Detail ☐ Include PreEncumbrance

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.0000.41111.00.00000 Hinsdale Assess.	(\$8,103,719.00)	(\$7,394,203.06)	(\$7,394,203.06)	(\$709,515.94)	\$0.00	(\$709,515.94) 8.76%
100.0000.41310.00.00000 Preschool Tuition	(\$7,000.00)	(\$5,480.00)	(\$5,480.00)	(\$1,520.00)	\$0.00	(\$1,520.00) 21.71%
100.0000.41322.00.00000 Sped Tuition LEA In State	(\$6,000.00)	(\$3,551.03)	(\$3,551.03)	(\$2,448.97)	\$0.00	(\$2,448.97) 40.82%
100.0000.41700.00.00000 Yearbook	(\$3,500.00)	\$2,795.51	\$2,795.51	(\$6,295.51)	\$0.00	(\$6,295.51) 179.87%
100.0000.41980.00.00000 Refund Of A Prior Year Expenditure	(\$34,000.00)	(\$18,338.49)	(\$18,338.49)	(\$15,661.51)	\$0.00	(\$15,661.51) 46.06%
100.0000.41990.00.00000 Other Local Revenues	(\$25,000.00)	(\$12,044.86)	(\$12,044.86)	(\$12,955.14)	\$0.00	(\$12,955.14) 51.82%
100.0000.43111.00.00000 Adequate Education Aid	(\$4,851,811.00)	(\$4,851,811.01)	(\$4,851,811.01)	\$0.01	\$0.00	\$0.01 0.00%
100.0000.43112.00.00000 State Education Tax	(\$477,130.00)	(\$280,796.94)	(\$280,796.94)	(\$196,333.06)	\$0.00	(\$196,333.06) 41.15%
100.0000.43190.00.00000 Other State Aid	(\$4,450.00)	(\$15,100.56)	(\$15,100.56)	\$10,650.56	\$0.00	\$10,650.56 -239.34%
100.0000.43210.00.00000 Building Aid	(\$462,803.00)	(\$462,802.59)	(\$462,802.59)	(\$0.41)	\$0.00	(\$0.41) 0.00%
100.0000.43230.00.00000 Catastrophic Aid	(\$205,000.00)	(\$215,826.72)	(\$215,826.72)	\$10,826.72	\$0.00	\$10,826.72 -5.28%
100.0000.43241.00.00001 Voc Tuition Aid	(\$11,000.00)	(\$18,932.46)	(\$18,932.46)	\$7,932.46	\$0.00	\$7,932.46 -72.11%
100.0000.43242.00.00001 Voc Transp Aid	(\$775.00)	\$0.00	\$0.00	(\$775.00)	\$0.00	(\$775.00) 100.00%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 6/30/2025

Account Mask: 100????????????????

Account Type: REVENUE

☐ Print Detail

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☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

100.0000.44580.00.00000	(\$30,000.00)	(\$40,649.24)	(\$40,649.24)	\$10,649.24	\$0.00	\$10,649.24
Medicaid Reimbursement						-35.50%
100.5200.49300.00.00000	(\$1,110,500.00)	(\$106,427.76)	(\$106,427.76)	(\$1,004,072.24)	\$0.00	(\$1,004,072.24)
TRANSFERS IN						90.42%
Fund: 100	(\$15,332,688.00)	(\$13,423,169.21)	(\$13,423,169.21)	(\$1,909,518.79)	\$0.00	(\$1,909,518.79)

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

Grand Total:

(\$15,332,688.00)

(\$13,423,169.21)

(\$13,423,169.21)

(\$1,909,518.79)

\$0.00

(\$1,909,518.79)

End of Report

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.0000.52120.00.00000 Dental	\$0.00	(\$670.92)	(\$670.92)	\$670.92	\$0.00	\$670.92 0.00%
100.1100.51100.21.00000 Teacher Salaries Reg Ed Elementary	\$1,099,946.00	\$868,620.27	\$868,620.27	\$231,325.73	\$191,557.37	\$39,768.36 3.62%
100.1100.51100.22.00000 Teacher Salaries Reg Ed Middle/High	\$1,478,419.00	\$1,216,738.87	\$1,216,738.87	\$261,680.13	\$277,754.48	(\$16,074.35) -1.09%
100.1100.51150.21.00000 Para Salaries Reg Ed Elementary	\$23,578.00	\$18,556.33	\$18,556.33	\$5,021.67	\$3,727.69	\$1,293.98 5.49%
100.1100.51150.22.00000 Para Salaries Reg Ed Middle/High	\$47,917.00	\$43,780.41	\$43,780.41	\$4,136.59	\$3,880.00	\$256.59 0.54%
100.1100.51200.21.00000 Substitutes Reg Ed Teacher Elementary	\$26,000.00	\$20,688.00	\$20,688.00	\$5,312.00	\$0.00	\$5,312.00 20.43%
100.1100.51200.22.00000 Substitutes Reg Ed Teacher Middle/High	\$40,000.00	\$43,784.85	\$43,784.85	(\$3,784.85)	\$0.00	(\$3,784.85) -9.46%
100.1100.51250.21.00000 Substitutes Reg Ed Para Elementary	\$23,000.00	\$23,557.75	\$23,557.75	(\$557.75)	\$0.00	(\$557.75) -2.43%
100.1100.51250.22.00000 Substitutes Reg Ed Para Middle/High	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00 100.00%
100.1100.52110.21.00000 Health Insurance Regular Elementary	\$370,627.00	\$340,975.99	\$340,975.99	\$29,651.01	\$0.00	\$29,651.01 8.00%
100.1100.52110.22.00000 Health Insurance Regular Middle/High	\$585,492.00	\$458,951.07	\$458,951.07	\$126,540.93	\$1,258.55	\$125,282.38 21.40%
100.1100.52120.21.00000 Dental Insurance Regular Elementary	\$13,275.00	\$12,574.80	\$12,574.80	\$700.20	\$0.00	\$700.20 5.27%
100.1100.52120.22.00000 Dental Insurance Regular Middle/High	\$21,010.00	\$19,940.14	\$19,940.14	\$1,069.86	\$0.00	\$1,069.86 5.09%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1100.52200.21.00000 Social Security Reg Elementary	\$87,328.00	\$65,037.24	\$65,037.24	\$22,290.76	\$14,817.30	\$7,473.46 8.56%
100.1100.52200.22.00000 Social Security Reg Middle/High	\$116,765.00	\$92,285.85	\$92,285.85	\$24,479.15	\$21,118.55	\$3,360.60 2.88%
100.1100.52310.22.00000 Nonteacher Retirement Regular Middle/High	\$3,670.00	\$3,826.62	\$3,826.62	(\$156.62)	\$307.40	(\$464.02) -12.64%
100.1100.52320.21.00000 Teacher Retirement Regular Elementary	\$209,604.00	\$164,107.50	\$164,107.50	\$45,496.50	\$36,385.86	\$9,110.64 4.35%
100.1100.52320.22.00000 Teacher Retirement Regular Middle/High	\$290,361.00	\$234,068.26	\$234,068.26	\$56,292.74	\$53,569.00	\$2,723.74 0.94%
100.1102.53000.21.00000 Artist In Residence Elementary	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00 100.00%
100.1102.56100.21.00000 Supplies Art Elementary	\$2,250.00	\$2,006.67	\$2,006.67	\$243.33	\$0.00	\$243.33 10.81%
100.1102.56100.22.00000 Supplies Art Middle/High	\$3,669.00	\$2,059.11	\$2,059.11	\$1,609.89	\$770.59	\$839.30 22.88%
100.1105.56100.22.00000 Supplies Language Arts Middle/High	\$1,050.00	\$805.65	\$805.65	\$244.35	\$0.00	\$244.35 23.27%
100.1105.56410.21.00000 Books Lang Arts Elementary	\$3,137.00	\$0.00	\$0.00	\$3,137.00	\$0.00	\$3,137.00 100.00%
100.1105.56410.22.00000 Books Lang Arts Middle/High	\$3,275.00	\$3,337.56	\$3,337.56	(\$62.56)	\$0.00	(\$62.56) -1.91%
100.1106.56100.22.00000 Supplies Modern Language Middle/High	\$308.00	\$255.60	\$255.60	\$52.40	\$0.00	\$52.40 17.01%
100.1107.56100.22.00000 Supplies In School Suspension Middle/High	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00 100.00%
100.1108.56100.21.00000 Supplies Phys Ed Elementary	\$1,528.00	\$1,485.88	\$1,485.88	\$42.12	\$0.00	\$42.12 2.76%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 6/30/2025

Account Mask: 100??????????????

Account Type: EXPENDITURE

☐ Print Detail

☐ Include PreEncumbrance

☐ Print accounts with zero balance

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1108.56100.22.00000	\$1,937.00	\$1,929.71	\$1,929.71	\$7.29	\$0.00	\$7.29
Supplies Phys Ed Middle/High						0.38%
100.1109.54300.22.00000	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00
Repairs Life Sciences Middle/High						100.00%
100.1109.56100.22.00000	\$10,150.00	\$6,177.23	\$6,177.23	\$3,972.77	\$131.87	\$3,840.90
Supplies Life Sciences Middle/High						37.84%
100.1109.56410.22.00000	\$652.00	\$0.00	\$0.00	\$652.00	\$0.00	\$652.00
Books Life Sciences Middle/High						100.00%
100.1110.56100.22.00000	\$1,164.00	\$1,109.60	\$1,109.60	\$54.40	\$0.00	\$54.40
Supplies Tech Ed Middle/High						4.67%
100.1111.56100.22.00000	\$2,335.00	\$2,252.01	\$2,252.01	\$82.99	\$0.00	\$82.99
Supplies Mathematics Middle/High						3.55%
100.1111.56410.21.00000	\$1,267.00	\$1,477.44	\$1,477.44	(\$210.44)	\$0.00	(\$210.44)
Books Mathematics Elementary						-16.61%
100.1111.56410.22.00000	\$2,450.00	\$2,520.00	\$2,520.00	(\$70.00)	\$0.00	(\$70.00)
Books Mathematics Middle/High						-2.86%
100.1112.53000.21.00000	\$700.00	\$764.59	\$764.59	(\$64.59)	\$0.00	(\$64.59)
Repairs & Other Services Music Elementary						-9.23%
100.1112.53000.22.00000	\$2,000.00	\$1,407.00	\$1,407.00	\$593.00	\$0.00	\$593.00
Repairs & Other Services Music Middle/High						29.65%
100.1112.56100.21.00000	\$479.00	\$580.37	\$580.37	(\$101.37)	\$0.00	(\$101.37)
Supplies Music Elementary						-21.16%
100.1112.56100.22.00000	\$5,000.00	\$4,056.81	\$4,056.81	\$943.19	\$63.99	\$879.20
Supplies Music Middle/High						17.58%
100.1112.58100.22.00000	\$835.00	\$100.00	\$100.00	\$735.00	\$0.00	\$735.00
Dues & Fees Music Middle/High						88.02%
100.1113.56100.21.00000	\$270.00	\$233.34	\$233.34	\$36.66	\$0.00	\$36.66
Supplies Science Elementary						13.58%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1113.56100.22.00000 Supplies Science Middle/High	\$6,993.00	\$6,904.54	\$6,904.54	\$88.46	\$0.00	\$88.46 1.26%
100.1113.56410.21.00000 Books Science Elementary	\$448.00	\$0.00	\$0.00	\$448.00	\$0.00	\$448.00 100.00%
100.1113.56500.21.00000 Mystery Science Software	\$1,475.00	\$0.00	\$0.00	\$1,475.00	\$0.00	\$1,475.00 100.00%
100.1115.56100.22.00000 Supplies Social Studies Middle/High	\$1,126.00	\$789.11	\$789.11	\$336.89	\$0.00	\$336.89 29.92%
100.1115.56410.21.00000 Books Social Studies Elementary	\$1,318.00	\$2,292.45	\$2,292.45	(\$974.45)	\$0.00	(\$974.45) -73.93%
100.1116.56100.22.00000 Supplies ELO	\$3,000.00	\$2,802.84	\$2,802.84	\$197.16	\$71.96	\$125.20 4.17%
100.1125.56410.21.00000 Books Reading Imp Elementary	\$1,368.00	\$0.00	\$0.00	\$1,368.00	\$0.00	\$1,368.00 100.00%
100.1126.53290.21.00000 Assemblies Elementary	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00 100.00%
100.1126.55910.21.00000 Field Trip Entry Fees Elementary	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00 100.00%
100.1126.56100.21.00000 Supplies General Expense Elementary	\$22,624.00	\$11,469.73	\$11,469.73	\$11,154.27	\$0.00	\$11,154.27 49.30%
100.1126.56100.22.00000 Supplies General Expense Secondary	\$22,553.00	\$18,562.89	\$18,562.89	\$3,990.11	\$177.07	\$3,813.04 16.91%
100.1126.56101.22.00000 Graduation & Special Events Middle/High	\$8,110.00	\$3,076.51	\$3,076.51	\$5,033.49	\$0.00	\$5,033.49 62.07%
100.1126.56410.22.00000 Yearbook	\$7,000.00	\$2,454.57	\$2,454.57	\$4,545.43	\$0.00	\$4,545.43 64.93%
100.1200.51100.21.00000 Teacher Salaries SPED Elementary	\$230,620.00	\$175,853.62	\$175,853.62	\$54,766.38	\$44,224.69	\$10,541.69 4.57%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1200.51100.22.00000 Teacher Salaries SPED Middle/High	\$203,200.00	\$167,374.66	\$167,374.66	\$35,825.34	\$39,076.93	(\$3,251.59) -1.60%
100.1200.51150.21.00000 Para Salaries SPED Elementary	\$431,107.00	\$357,012.89	\$357,012.89	\$74,094.11	\$32,846.64	\$41,247.47 9.57%
100.1200.51150.22.00000 Para Salaries SPED Middle/High	\$317,264.00	\$247,592.30	\$247,592.30	\$69,671.70	\$21,709.09	\$47,962.61 15.12%
100.1200.51200.21.00000 Substitutes SPED Teacher Elementary	\$2,400.00	\$902.50	\$902.50	\$1,497.50	\$0.00	\$1,497.50 62.40%
100.1200.51200.22.00000 Substitutes SPED Teacher Middle/High	\$3,000.00	\$1,587.50	\$1,587.50	\$1,412.50	\$1,260.00	\$152.50 5.08%
100.1200.51250.21.00000 Substitutes SPED Para Elementary	\$5,000.00	\$2,467.50	\$2,467.50	\$2,532.50	\$0.00	\$2,532.50 50.65%
100.1200.51250.22.00000 Substitutes SPED Para Middle/High	\$500.00	\$1,712.50	\$1,712.50	(\$1,212.50)	\$0.00	(\$1,212.50) -242.50%
100.1200.52110.21.00000 Health Insurance SPED Teachers Elementary	\$139,833.00	\$119,655.34	\$119,655.34	\$20,177.66	\$2,184.86	\$17,992.80 12.87%
100.1200.52110.22.00000 Health Insurance SPED Teachers Middle/High	\$136,956.00	\$119,897.93	\$119,897.93	\$17,058.07	\$3,094.87	\$13,963.20 10.20%
100.1200.52120.21.00000 Dental Insurance SPED Teachers Elementary	\$3,902.00	\$2,815.80	\$2,815.80	\$1,086.20	\$0.00	\$1,086.20 27.84%
100.1200.52120.22.00000 Dental Insurance SPED Teachers Middle/High	\$3,484.00	\$3,047.40	\$3,047.40	\$436.60	\$0.00	\$436.60 12.53%
100.1200.52200.21.00000 Social Security SPED Elementary	\$50,622.00	\$38,063.27	\$38,063.27	\$12,558.73	\$5,668.23	\$6,890.50 13.61%
100.1200.52200.22.00000 Social Security SPED Middle/High	\$39,816.00	\$29,450.70	\$29,450.70	\$10,365.30	\$4,655.69	\$5,709.61 14.34%
100.1200.52310.22.00000 Nonteacher Retirement SPED Middle/High	\$0.00	\$1,657.58	\$1,657.58	(\$1,657.58)	\$277.64	(\$1,935.22) 0.00%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

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100.1200.52320.21.00000 Teacher Retirement SPED Elementary	\$45,294.00	\$34,537.56	\$34,537.56	\$10,756.44	\$8,685.71	\$2,070.73 4.57%
100.1200.52320.22.00000 Teacher Retirement SPED Middle/High	\$39,908.00	\$33,376.16	\$33,376.16	\$6,531.84	\$7,922.18	(\$1,390.34) -3.48%
100.1200.53001.20.00000 Related Services SPED Out Of District	\$52,500.00	\$37,120.25	\$37,120.25	\$15,379.75	\$0.00	\$15,379.75 29.29%
100.1200.53001.21.00000 Related Services In District Elem	\$165,000.00	\$115,620.03	\$115,620.03	\$49,379.97	\$0.00	\$49,379.97 29.93%
100.1200.53001.22.00000 Related Services In District Middle/High	\$0.00	\$1,400.00	\$1,400.00	(\$1,400.00)	\$0.00	(\$1,400.00) 0.00%
100.1200.53002.20.00000 Charter School Special Ed Services	\$0.00	\$1,066.55	\$1,066.55	(\$1,066.55)	\$0.00	(\$1,066.55) 0.00%
100.1200.53300.20.00000 Legal SPED Out Of District	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00 100.00%
100.1200.55601.20.00000 Tuition SPED Public	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00 100.00%
100.1200.55602.20.00000 Tuition SPED Private	\$931,300.00	\$896,244.16	\$896,244.16	\$35,055.84	\$0.00	\$35,055.84 3.76%
100.1200.56100.20.00000 Supplies & Medical Hardware Out Of District	\$850.00	(\$571.11)	(\$571.11)	\$1,421.11	\$0.00	\$1,421.11 167.19%
100.1200.56100.21.00000 Supplies & Medical Hardware Elementary	\$2,000.00	\$1,836.98	\$1,836.98	\$163.02	\$0.00	\$163.02 8.15%
100.1200.56100.22.00000 Supplies & Medical Hardware Middle/High	\$1,089.00	\$986.07	\$986.07	\$102.93	\$0.00	\$102.93 9.45%
100.1210.51100.21.00000 Salaries	\$20,000.00	\$10,204.38	\$10,204.38	\$9,795.62	\$0.00	\$9,795.62 48.98%
100.1210.51100.22.00000 Salaries	\$12,000.00	\$3,183.50	\$3,183.50	\$8,816.50	\$0.00	\$8,816.50 73.47%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

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100.1210.52200.21.00000	\$1,530.00	\$778.45	\$778.45	\$751.55	\$0.00	\$751.55
Social Security						49.12%
100.1210.52200.22.00000	\$918.00	\$243.54	\$243.54	\$674.46	\$0.00	\$674.46
Social Security						73.47%
100.1210.52320.21.00000	\$3,928.00	\$865.14	\$865.14	\$3,062.86	\$0.00	\$3,062.86
Retirement						77.98%
100.1210.52320.22.00000	\$2,357.00	\$449.27	\$449.27	\$1,907.73	\$0.00	\$1,907.73
Retirement						80.94%
100.1260.51100.20.00000	\$40,000.00	\$25,196.38	\$25,196.38	\$14,803.62	\$5,982.66	\$8,820.96
Teacher Salaries ESL						22.05%
100.1260.52200.20.00000	\$3,060.00	\$1,927.63	\$1,927.63	\$1,132.37	\$457.68	\$674.69
Social Security ESL						22.05%
100.1300.55610.22.00000	\$48,000.00	\$27,865.40	\$27,865.40	\$20,134.60	\$0.00	\$20,134.60
Tuition Vocational Middle/High						41.95%
100.1310.54300.22.00000	\$0.00	\$811.69	\$811.69	(\$811.69)	\$0.00	(\$811.69)
Repairs & Maintenance Driver Ed Secondary						0.00%
100.1310.55800.22.00000	\$0.00	\$679.03	\$679.03	(\$679.03)	\$0.00	(\$679.03)
Gas & Oil Driver Ed Secondary						0.00%
100.1400.51190.22.00000	\$152,864.00	\$133,149.04	\$133,149.04	\$19,714.96	\$0.00	\$19,714.96
Advisors Stipends						12.90%
100.1400.52200.22.00000	\$11,695.00	\$9,713.05	\$9,713.05	\$1,981.95	\$0.00	\$1,981.95
Social Security CoCurricular						16.95%
100.1400.52310.22.00000	\$3,500.00	\$5,792.63	\$5,792.63	(\$2,292.63)	\$0.00	(\$2,292.63)
Nonteacher Retirement CoCurricular						-65.50%
100.1400.52320.22.00000	\$9,000.00	\$6,034.34	\$6,034.34	\$2,965.66	\$0.00	\$2,965.66
Teacher Retirement CoCurricular						32.95%
100.1400.53000.22.00000	\$1,250.00	\$27.90	\$27.90	\$1,222.10	\$0.00	\$1,222.10
Sports Physicals/Doctors' Services						97.77%

Hinsdale School District

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Budget Balance

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100.1400.53900.22.00000 Officials/Police Coverage	\$17,000.00	\$18,067.72	\$18,067.72	(\$1,067.72)	\$0.00	(\$1,067.72) -6.28%
100.1400.54300.22.00000 Repairs & Maintenance	\$2,500.00	\$300.00	\$300.00	\$2,200.00	\$0.00	\$2,200.00 88.00%
100.1400.55800.22.00000 Dues & Fees CoCurricular	\$5,410.00	\$4,395.00	\$4,395.00	\$1,015.00	\$0.00	\$1,015.00 18.76%
100.1400.56100.22.00000 Supplies/Awards CoCurr Secondary	\$20,771.00	\$11,074.31	\$11,074.31	\$9,696.69	\$8,771.04	\$925.65 4.46%
100.1400.58100.22.00000 Conferences CoCurr Secondary	\$2,000.00	\$791.13	\$791.13	\$1,208.87	\$0.00	\$1,208.87 60.44%
100.1430.56100.22.00000 Supplies Summer Middle/High	\$7,000.00	\$1,540.00	\$1,540.00	\$5,460.00	\$0.00	\$5,460.00 78.00%
100.2120.51100.21.00000 Guidance Salaries Elementary	\$215,416.00	\$180,677.90	\$180,677.90	\$34,738.10	\$30,330.52	\$4,407.58 2.05%
100.2120.51100.22.00000 Guidance Salaries Middle/High	\$272,910.00	\$241,666.67	\$241,666.67	\$31,243.33	\$29,904.82	\$1,338.51 0.49%
100.2120.52110.21.00000 Health Insurance Guidance Elementary	\$54,751.00	\$53,969.81	\$53,969.81	\$781.19	\$217.06	\$564.13 1.03%
100.2120.52110.22.00000 Health Insurance Guidance Middle/High	\$77,666.00	\$68,636.16	\$68,636.16	\$9,029.84	\$1,331.98	\$7,697.86 9.91%
100.2120.52120.21.00000 Dental Insurance Guidance Elementary	\$2,007.00	\$1,988.01	\$1,988.01	\$18.99	\$10.09	\$8.90 0.44%
100.2120.52120.22.00000 Dental Insurance Guidance Middle/High	\$2,552.00	\$3,618.29	\$3,618.29	(\$1,066.29)	\$15.13	(\$1,081.42) -42.38%
100.2120.52200.21.00000 Social Security Guidance Elementary	\$16,479.00	\$12,882.54	\$12,882.54	\$3,596.46	\$2,309.58	\$1,286.88 7.81%
100.2120.52200.22.00000 Social Security Guidance Middle/High	\$20,878.00	\$17,151.68	\$17,151.68	\$3,726.32	\$2,033.43	\$1,692.89 8.11%

Hinsdale School District

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Budget Balance

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100.2120.52310.21.00000	\$0.00	\$4,973.21	\$4,973.21	(\$4,973.21)	\$198.93	(\$5,172.14)
Nonteacher Retirement						0.00%
100.2120.52310.22.00000	\$8,337.00	\$15,469.06	\$15,469.06	(\$7,132.06)	\$970.76	(\$8,102.82)
Nonteacher Retirement Guidance Middle/High						-97.19%
100.2120.52320.21.00000	\$37,211.00	\$20,211.22	\$20,211.22	\$16,999.78	\$4,985.41	\$12,014.37
Teacher Retirement Guidance Elementary						32.29%
100.2120.52320.22.00000	\$22,828.00	\$11,834.00	\$11,834.00	\$10,994.00	\$2,853.30	\$8,140.70
Teacher Retirement Guidance Middle/High						35.66%
100.2120.53000.21.00000	\$0.00	\$2,164.62	\$2,164.62	(\$2,164.62)	\$0.00	(\$2,164.62)
Guidance Contracted Svcs						0.00%
100.2120.53300.22.00000	\$2,500.00	\$36.54	\$36.54	\$2,463.46	\$0.00	\$2,463.46
Professional Services Guidance Middle/High						98.54%
100.2120.56100.21.00000	\$2,325.00	\$2,246.93	\$2,246.93	\$78.07	\$0.00	\$78.07
Supplies Guidance Elementary						3.36%
100.2120.56100.22.00000	\$638.00	\$0.00	\$0.00	\$638.00	\$0.00	\$638.00
Supplies Guidance Middle/High						100.00%
100.2120.56110.21.00000	\$3,625.00	\$0.00	\$0.00	\$3,625.00	\$0.00	\$3,625.00
Testing Map, Etc Elementary						100.00%
100.2120.56110.22.00000	\$7,095.00	\$4,857.52	\$4,857.52	\$2,237.48	\$0.00	\$2,237.48
Testing Map, Psat, Etc Middle/High						31.54%
100.2120.56410.21.00000	\$225.00	\$0.00	\$0.00	\$225.00	\$0.00	\$225.00
Books Guidance Elementary						100.00%
100.2120.56410.22.00000	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	\$350.00
Books Guidance Middle/High						100.00%
100.2120.56500.21.00000	\$2,595.00	\$120.00	\$120.00	\$2,475.00	\$0.00	\$2,475.00
Guidance Software						95.38%
100.2120.58100.21.00000	\$250.00	\$826.30	\$826.30	(\$576.30)	\$0.00	(\$576.30)
Dues & Fees Guidance Elementary						-230.52%

Hinsdale School District

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100.2120.58100.22.00000	\$358.00	\$25.00	\$25.00	\$333.00	\$0.00	\$333.00
Dues & Fees Guidance Middle/High						93.02%
100.2130.51100.21.00000	\$51,150.00	\$41,313.51	\$41,313.51	\$9,836.49	\$14,836.49	(\$5,000.00)
School Nurse Salaries Elementary						-9.78%
100.2130.51100.22.00000	\$65,118.00	\$52,595.34	\$52,595.34	\$12,522.66	\$12,522.66	\$0.00
School Nurse Salaries Middle/High						0.00%
100.2130.52110.21.00000	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Health Insurance Nurse Elementary						100.00%
100.2130.52110.22.00000	\$26,173.00	\$26,173.04	\$26,173.04	(\$0.04)	\$0.00	(\$0.04)
Health Insurance Nurse Middle/High						0.00%
100.2130.52120.22.00000	\$1,080.00	\$1,080.00	\$1,080.00	\$0.00	\$0.00	\$0.00
Dental Insurance Nurse Middle/High						0.00%
100.2130.52200.21.00000	\$3,913.00	\$3,160.50	\$3,160.50	\$752.50	\$752.49	\$0.01
Social Security Nurse Elementary						0.00%
100.2130.52200.22.00000	\$4,982.00	\$3,543.24	\$3,543.24	\$1,438.76	\$957.98	\$480.78
Social Security Nurse Middle/High						9.65%
100.2130.52320.21.00000	\$10,046.00	\$8,113.98	\$8,113.98	\$1,932.02	\$1,931.89	\$0.13
Teacher Retirement Nurse Elementary						0.00%
100.2130.52320.22.00000	\$12,789.00	\$10,329.69	\$10,329.69	\$2,459.31	\$2,459.45	(\$0.14)
Teacher Retirement Nurse Middle/High						0.00%
100.2130.56100.21.00000	\$1,175.00	\$996.00	\$996.00	\$179.00	\$0.00	\$179.00
Supplies Nurse Elementary						15.23%
100.2130.56100.22.00000	\$1,050.00	\$981.06	\$981.06	\$68.94	\$0.00	\$68.94
Supplies Nurse Middle/High						6.57%
100.2130.56500.21.00000	\$825.00	\$825.00	\$825.00	\$0.00	\$0.00	\$0.00
Nursing Software						0.00%
100.2130.58100.21.00000	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Dues & Fees Nurse Elementary						100.00%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 6/30/2025

Account Mask: 100????????????????

Account Type: EXPENDITURE

☐ Print Detail

☐ Include PreEncumbrance

☐ Print accounts with zero balance

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☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2140.51100.20.00000 Psychologist Salaries	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00 100.00%
100.2140.53000.20.00000 Purchased Services Psychological	\$38,000.00	\$69,108.42	\$69,108.42	(\$31,108.42)	\$0.00	(\$31,108.42) -81.86%
100.2140.55800.20.00000 Travel Psychologist	\$0.00	\$10,334.44	\$10,334.44	(\$10,334.44)	\$0.00	(\$10,334.44) 0.00%
100.2140.56100.20.00000 Supplies Psychologist	\$500.00	\$100.00	\$100.00	\$400.00	\$0.00	\$400.00 80.00%
100.2150.51100.20.00000 Speech & Language Salaries	\$126,042.00	\$105,448.39	\$105,448.39	\$20,593.61	\$20,193.64	\$399.97 0.32%
100.2150.52110.20.00000 Health Insurance Speech & Language	\$52,346.00	\$42,406.32	\$42,406.32	\$9,939.68	\$0.00	\$9,939.68 18.99%
100.2150.52120.20.00000 Dental Insurance Speech & Language	\$2,160.00	\$2,108.60	\$2,108.60	\$51.40	\$0.00	\$51.40 2.38%
100.2150.52200.20.00000 Social Security Speech & Language	\$9,650.00	\$7,053.86	\$7,053.86	\$2,596.14	\$1,544.81	\$1,051.33 10.89%
100.2150.52310.20.00000 Nonteacher Retirement	\$4,945.00	\$4,487.50	\$4,487.50	\$457.50	\$403.69	\$53.81 1.09%
100.2150.52320.20.00000 Teacher Retirement Speech & Language	\$17,576.00	\$14,196.01	\$14,196.01	\$3,379.99	\$3,380.03	(\$0.04) 0.00%
100.2150.53000.20.00000 Purchased Services Speech & Language	\$84,500.00	\$85,889.07	\$85,889.07	(\$1,389.07)	\$0.00	(\$1,389.07) -1.64%
100.2150.55800.20.00000 Travel Speech & Language	\$600.00	\$590.00	\$590.00	\$10.00	\$0.00	\$10.00 1.67%
100.2150.56100.20.00000 Supplies Speech & Language	\$1,200.00	\$1,612.71	\$1,612.71	(\$412.71)	\$272.80	(\$685.51) -57.13%
100.2150.58100.20.00000 Dues & Fees Speech & Language	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00 100.00%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2160.51100.20.00000 Occupational Therapist Salaries	\$3,684.00	\$3,684.00	\$3,684.00	\$0.00	\$0.00	\$0.00 0.00%
100.2160.52200.20.00000 Social Security Occupational Therapist	\$282.00	\$281.81	\$281.81	\$0.19	\$0.00	\$0.19 0.07%
100.2160.53000.20.00000 Purchased Services Occupational Therapy	\$17,564.00	\$27,734.99	\$27,734.99	(\$10,170.99)	\$0.00	(\$10,170.99) -57.91%
100.2170.51100.20.00000 Certified OT Assistant Salaries	\$45,839.00	\$41,840.41	\$41,840.41	\$3,998.59	\$3,901.20	\$97.39 0.21%
100.2170.52110.20.00000 Health Ins Certified OT Assistant	\$13,212.00	\$12,583.00	\$12,583.00	\$629.00	\$629.15	(\$0.15) 0.00%
100.2170.52120.20.00000 Dental Insurance Certified OT Assistant	\$662.00	\$624.60	\$624.60	\$37.40	\$0.00	\$37.40 5.65%
100.2170.52200.20.00000 Social Security Certified OT Assistant	\$3,507.00	\$3,070.01	\$3,070.01	\$436.99	\$291.87	\$145.12 4.14%
100.2170.52310.20.00000 Nonteacher Retirement	\$6,202.00	\$5,661.05	\$5,661.05	\$540.95	\$527.84	\$13.11 0.21%
100.2170.55800.20.00000 Travel COTA	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00 100.00%
100.2170.56100.20.00000 Supplies COTA	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00 100.00%
100.2170.58100.20.00000 Dues & Fees COTA	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00 100.00%
100.2210.51150.20.00000 Professional Dev. Paras wage	\$0.00	\$604.47	\$604.47	(\$604.47)	\$0.00	(\$604.47) 0.00%
100.2210.52200.20.00000 Social Security	\$0.00	\$40.55	\$40.55	(\$40.55)	\$0.00	(\$40.55) 0.00%
100.2210.52310.20.00000 Nonteacher Retirement	\$0.00	\$26.04	\$26.04	(\$26.04)	\$0.00	(\$26.04) 0.00%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2210.53200.20.00000 Teachers' Staff Development CBA Article V.O	\$29,000.00	\$12,831.47	\$12,831.47	\$16,168.53	\$316.00	\$15,852.53 54.66%
100.2210.53201.20.00000 Support Staff Development Workshops	\$8,000.00	\$1,290.63	\$1,290.63	\$6,709.37	\$0.00	\$6,709.37 83.87%
100.2212.51100.20.00000 Salaries Curriculum	\$118,036.00	\$113,702.53	\$113,702.53	\$4,333.47	\$4,540.97	(\$207.50) -0.18%
100.2212.51101.20.00000 Curriculum Stipends	\$0.00	\$750.00	\$750.00	(\$750.00)	\$0.00	(\$750.00) 0.00%
100.2212.52110.20.00000 Health	\$66,512.00	\$57,366.29	\$57,366.29	\$9,145.71	\$2,365.45	\$6,780.26 10.19%
100.2212.52120.20.00000 Dental	\$2,160.00	\$2,069.32	\$2,069.32	\$90.68	\$0.00	\$90.68 4.20%
100.2212.52200.20.00000 Social Security Curriculum	\$9,030.00	\$7,798.68	\$7,798.68	\$1,231.32	\$309.38	\$921.94 10.21%
100.2212.52310.20.00000 Nonteacher Retirement Curriculum	\$11,869.00	\$11,440.08	\$11,440.08	\$428.92	\$456.64	(\$27.72) -0.23%
100.2212.52320.20.00000 Teacher Retirement Curriculum	\$0.00	\$147.30	\$147.30	(\$147.30)	\$0.00	(\$147.30) 0.00%
100.2212.53200.20.00000 Purchased Services District	\$31,600.00	\$15,841.56	\$15,841.56	\$15,758.44	\$0.00	\$15,758.44 49.87%
100.2212.55800.20.00000 Travel & Conferences Prof Dev District	\$5,200.00	\$6,956.46	\$6,956.46	(\$1,756.46)	\$0.00	(\$1,756.46) -33.78%
100.2212.56100.20.00000 Supplies Prof Dev District	\$3,000.00	\$932.19	\$932.19	\$2,067.81	\$135.47	\$1,932.34 64.41%
100.2212.56410.20.00000 Professional Learning Texts	\$1,500.00	\$586.80	\$586.80	\$913.20	\$0.00	\$913.20 60.88%
100.2212.56500.20.00000 Software Prof Dev	\$3,000.00	\$2,885.00	\$2,885.00	\$115.00	\$0.00	\$115.00 3.83%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

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100.2212.58100.20.00000	\$500.00	\$411.00	\$411.00	\$89.00	\$0.00	\$89.00
Dues & Fees Prof Dev District						17.80%
100.2222.51100.22.00000	\$53,600.00	\$41,552.94	\$41,552.94	\$12,047.06	\$2,726.67	\$9,320.39
Library Salaries Middle/High						17.39%
100.2222.51150.21.00000	\$26,291.00	\$25,266.25	\$25,266.25	\$1,024.75	\$2,214.00	(\$1,189.25)
Library Salaries Elementary						-4.52%
100.2222.52110.21.00000	\$22,942.00	\$21,849.40	\$21,849.40	\$1,092.60	\$1,092.40	\$0.20
Health						0.00%
100.2222.52110.22.00000	\$23,423.00	\$27,131.04	\$27,131.04	(\$3,708.04)	\$1,698.72	(\$5,406.76)
Health Insurance Library Middle/High						-23.08%
100.2222.52120.22.00000	\$1,080.00	\$560.28	\$560.28	\$519.72	\$0.00	\$519.72
Dental Insurance Library Middle/High						48.12%
100.2222.52200.21.00000	\$2,011.00	\$1,322.11	\$1,322.11	\$688.89	\$139.19	\$549.70
Social Security Library Elementary						27.33%
100.2222.52200.22.00000	\$4,100.00	\$2,846.33	\$2,846.33	\$1,253.67	\$190.87	\$1,062.80
Social Security Library Middle/High						25.92%
100.2222.52310.21.00000	\$0.00	\$2,760.59	\$2,760.59	(\$2,760.59)	\$299.56	(\$3,060.15)
Nonteacher Retirement Library Elementary						0.00%
100.2222.52320.22.00000	\$10,527.00	\$8,161.00	\$8,161.00	\$2,366.00	\$535.52	\$1,830.48
Teacher Retirement Library Middle/High						17.39%
100.2222.54300.22.00000	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
Repairs Library Equip Middle/High						100.00%
100.2222.56100.21.00000	\$500.00	\$488.85	\$488.85	\$11.15	\$0.00	\$11.15
Supplies Library Elementary						2.23%
100.2222.56100.22.00000	\$850.00	\$695.00	\$695.00	\$155.00	\$0.00	\$155.00
Supplies Library Middle/High						18.24%
100.2222.56410.21.00000	\$3,000.00	\$2,428.00	\$2,428.00	\$572.00	\$1,403.24	(\$831.24)
Books & Information Resources Library Elementary						-27.71%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

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100.2222.56410.22.00000	\$6,000.00	\$3,849.15	\$3,849.15	\$2,150.85	\$2,877.98	(\$727.13)
Books & Information Resources Library Middle/High						-12.12%
100.2222.56420.21.00000	\$1,600.00	\$1,347.38	\$1,347.38	\$252.62	\$0.00	\$252.62
Other Information Resources Library Elem						15.79%
100.2222.56420.22.00000	\$4,122.00	\$3,888.21	\$3,888.21	\$233.79	\$0.00	\$233.79
Other Information Resources Library Middle/High						5.67%
100.2310.51100.20.00000	\$4,350.00	\$4,600.00	\$4,600.00	(\$250.00)	\$0.00	(\$250.00)
School Board & Others' Salaries						-5.75%
100.2310.52200.20.00000	\$356.00	\$267.76	\$267.76	\$88.24	\$0.00	\$88.24
Social Security School Board						24.79%
100.2310.53000.20.00000	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
Purchased Services Election Officials						100.00%
100.2310.53301.20.00000	\$6,000.00	\$9,008.66	\$9,008.66	(\$3,008.66)	\$0.00	(\$3,008.66)
Legal Expenses School Board						-50.14%
100.2310.53302.20.00000	\$22,000.00	\$23,000.00	\$23,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)
Audit Expenses School Board						-4.55%
100.2310.55800.20.00000	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Travel & Conferences School Board						100.00%
100.2310.58100.20.00000	\$4,500.00	\$4,013.52	\$4,013.52	\$486.48	\$0.00	\$486.48
Dues & Fees School Board						10.81%
100.2310.58110.20.00000	\$6,000.00	\$2,350.72	\$2,350.72	\$3,649.28	\$624.00	\$3,025.28
Recognition & Awards School Board						50.42%
100.2320.51100.20.00000	\$166,446.00	\$169,844.25	\$169,844.25	(\$3,398.25)	\$6,401.75	(\$9,800.00)
SAU Salaries						-5.89%
100.2320.52110.20.00000	\$31,425.00	\$25,408.25	\$25,408.25	\$6,016.75	\$1,016.33	\$5,000.42
Health Insurance SAU						15.91%
100.2320.52120.20.00000	\$2,256.00	\$3,228.75	\$3,228.75	(\$972.75)	\$85.95	(\$1,058.70)
Dental Insurance SAU						-46.93%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

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100.2320.52200.20.00000 Social Security SAU	\$12,733.00	\$12,715.43	\$12,715.43	\$17.57	\$478.62	(\$461.05) -3.62%
100.2320.52310.20.00000 NH Retirement SAU	\$8,314.00	\$7,994.00	\$7,994.00	\$320.00	\$319.75	\$0.25 0.00%
100.2320.53000.20.00000 Purchased Services SAU	\$63,000.00	\$6,410.54	\$6,410.54	\$56,589.46	\$0.00	\$56,589.46 89.82%
100.2320.53130.20.00000 Background Checks	\$5,000.00	\$3,733.75	\$3,733.75	\$1,266.25	\$0.00	\$1,266.25 25.33%
100.2320.53200.20.00000 Staff Development SAU	\$500.00	\$245.00	\$245.00	\$255.00	\$0.00	\$255.00 51.00%
100.2320.55340.20.00000 Postage SAU	\$500.00	\$180.42	\$180.42	\$319.58	\$0.00	\$319.58 63.92%
100.2320.55400.20.00000 Ads/Postings/Recruitment SAU	\$35,000.00	\$4,439.64	\$4,439.64	\$30,560.36	\$0.00	\$30,560.36 87.32%
100.2320.55500.20.00000 Printing SAU	\$4,200.00	\$2,468.49	\$2,468.49	\$1,731.51	\$0.00	\$1,731.51 41.23%
100.2320.55800.20.00000 Travel SAU	\$2,500.00	\$2,593.94	\$2,593.94	(\$93.94)	\$0.00	(\$93.94) -3.76%
100.2320.56100.20.00000 Supplies SAU	\$4,250.00	\$4,272.89	\$4,272.89	(\$22.89)	\$253.51	(\$276.40) -6.50%
100.2320.56500.20.00000 Software SAU	\$3,900.00	\$1,176.00	\$1,176.00	\$2,724.00	\$0.00	\$2,724.00 69.85%
100.2320.57300.20.00000 Furniture & Equipment SAU	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00 100.00%
100.2320.58100.20.00000 Dues & Fees SAU	\$5,000.00	\$25.34	\$25.34	\$4,974.66	\$159.90	\$4,814.76 96.30%
100.2320.58400.20.00000 Contingency	\$0.00	\$150.00	\$150.00	(\$150.00)	\$0.00	(\$150.00) 0.00%

Hinsdale School District

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Budget Balance

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100.2330.51100.20.00000 Special Services Admin Salaries	\$220,601.00	\$182,529.08	\$182,529.08	\$38,071.92	\$9,014.28	\$29,057.64 13.17%
100.2330.52110.20.00000 Health Insurance Special Services Admin	\$65,558.00	\$47,687.35	\$47,687.35	\$17,870.65	\$1,514.70	\$16,355.95 24.95%
100.2330.52120.20.00000 Dental Insurance Special Services Admin	\$2,822.00	\$2,121.94	\$2,121.94	\$700.06	\$25.22	\$674.84 23.91%
100.2330.52200.20.00000 Social Security Special Services Admin	\$16,876.00	\$13,138.44	\$13,138.44	\$3,737.56	\$665.72	\$3,071.84 18.20%
100.2330.52310.20.00000 NH Retirement Special Services Admin	\$7,342.00	\$7,055.59	\$7,055.59	\$286.41	\$593.04	(\$306.63) -4.18%
100.2330.52320.20.00000 Teacher Retirement	\$32,668.00	\$25,603.48	\$25,603.48	\$7,064.52	\$879.83	\$6,184.69 18.93%
100.2330.55800.20.00000 Travel Special Services Admin	\$2,000.00	\$3,460.00	\$3,460.00	(\$1,460.00)	\$750.00	(\$2,210.00) -110.50%
100.2330.56100.20.00000 Supplies Special Services Admin	\$315.00	\$100.62	\$100.62	\$214.38	\$0.00	\$214.38 68.06%
100.2330.58100.20.00000 Dues & Fees Special Services Admin	\$5,000.00	\$2,060.59	\$2,060.59	\$2,939.41	\$1,176.00	\$1,763.41 35.27%
100.2400.51100.21.00000 Admin Salaries Elementary	\$197,538.00	\$193,188.91	\$193,188.91	\$4,349.09	\$12,569.82	(\$8,220.73) -4.16%
100.2400.51100.22.00000 Admin Salaries Middle/High	\$268,976.00	\$265,357.20	\$265,357.20	\$3,618.80	\$13,584.82	(\$9,966.02) -3.71%
100.2400.52110.21.00000 Health Insurance Admin Elementary	\$88,182.00	\$60,454.15	\$60,454.15	\$27,727.85	\$2,365.45	\$25,362.40 28.76%
100.2400.52110.22.00000 Health Insurance Admin Middle/High	\$109,394.00	\$102,250.50	\$102,250.50	\$7,143.50	\$4,089.86	\$3,053.64 2.79%
100.2400.52120.21.00000 Dental Insurance Admin Elementary	\$2,822.00	\$2,839.57	\$2,839.57	(\$17.57)	\$25.22	(\$42.79) -1.52%

Hinsdale School District

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100.2400.52120.22.00000 Dental Insurance Admin Middle/High	\$3,240.00	\$3,240.00	\$3,240.00	\$0.00	\$0.00	\$0.00 0.00%
100.2400.52200.21.00000 Social Security Admin Elementary	\$15,112.00	\$13,623.26	\$13,623.26	\$1,488.74	\$916.50	\$572.24 3.79%
100.2400.52200.22.00000 Social Security Admin Middle/High	\$20,607.00	\$18,487.67	\$18,487.67	\$2,119.33	\$965.96	\$1,153.37 5.60%
100.2400.52310.21.00000 Nonteacher Retirement Admin Elementary	\$12,791.00	\$18,194.91	\$18,194.91	(\$5,403.91)	\$1,164.70	(\$6,568.61) -51.35%
100.2400.52310.22.00000 Nonteacher Retirement Admin Middle/High	\$7,229.00	\$7,319.57	\$7,319.57	(\$90.57)	\$583.03	(\$673.60) -9.32%
100.2400.52320.21.00000 Teacher Retirement Admin Elementary	\$20,229.00	\$20,561.26	\$20,561.26	(\$332.26)	\$778.04	(\$1,110.30) -5.49%
100.2400.52320.22.00000 Teacher Retirement Admin Middle/High	\$38,205.00	\$37,635.39	\$37,635.39	\$569.61	\$1,469.39	(\$899.78) -2.36%
100.2400.53300.22.00000 Professional Svcs Contractorrs	\$0.00	\$340.00	\$340.00	(\$340.00)	\$0.00	(\$340.00) 0.00%
100.2400.55340.21.00000 Postage Admin Elementary	\$1,500.00	\$1,062.47	\$1,062.47	\$437.53	\$0.00	\$437.53 29.17%
100.2400.55340.22.00000 Postage Admin Secondary	\$8,500.00	\$4,597.31	\$4,597.31	\$3,902.69	\$0.00	\$3,902.69 45.91%
100.2400.55800.21.00000 Travel & Conferences Admin Elementary	\$425.00	\$177.42	\$177.42	\$247.58	\$0.00	\$247.58 58.25%
100.2400.55800.22.00000 Travel & Conferences Admin Secondary	\$1,000.00	\$2,948.83	\$2,948.83	(\$1,948.83)	\$0.00	(\$1,948.83) -194.88%
100.2400.56100.21.00000 Supplies Admin Elementary	\$3,610.00	\$1,738.97	\$1,738.97	\$1,871.03	\$0.00	\$1,871.03 51.83%
100.2400.56100.22.00000 Supplies Admin Middle/High	\$1.00	\$1,733.26	\$1,733.26	(\$1,732.26)	\$0.00	(\$1,732.26) -173226.00%

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Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 6/30/2025

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Account Type: EXPENDITURE

☐ Print Detail

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2400.58100.21.00000 Dues & Fees Admin Elementary	\$2,160.00	\$689.00	\$689.00	\$1,471.00	\$0.00	\$1,471.00 68.10%
100.2400.58100.22.00000 Dues & Fees Admin Middle/High	\$7,885.00	\$5,954.00	\$5,954.00	\$1,931.00	\$0.00	\$1,931.00 24.49%
100.2500.51100.20.00000 Salaries Business Office	\$187,535.00	\$175,600.72	\$175,600.72	\$11,934.28	\$7,958.18	\$3,976.10 2.12%
100.2500.52110.20.00000 Health	\$45,127.00	\$41,516.84	\$41,516.84	\$3,610.16	\$508.16	\$3,102.00 6.87%
100.2500.52120.20.00000 Dental	\$2,160.00	\$2,160.00	\$2,160.00	\$0.00	\$0.00	\$0.00 0.00%
100.2500.52130.20.00000 Disability & Life Insurance	\$21,845.00	\$17,094.62	\$17,094.62	\$4,750.38	\$0.00	\$4,750.38 21.75%
100.2500.52200.20.00000 Social Security	\$14,346.00	\$12,930.63	\$12,930.63	\$1,415.37	\$591.37	\$824.00 5.74%
100.2500.52310.20.00000 Retirement	\$7,906.00	\$7,602.25	\$7,602.25	\$303.75	\$304.09	(\$0.34) 0.00%
100.2500.52320.20.00000 Teacher Retirement	\$22,976.00	\$22,092.75	\$22,092.75	\$883.25	\$883.68	(\$0.43) 0.00%
100.2500.52500.20.00000 Unemployment Insurance	\$9,486.00	\$10,219.00	\$10,219.00	(\$733.00)	\$0.00	(\$733.00) -7.73%
100.2500.52600.20.00000 Workers' Comp Ins	\$26,664.00	\$26,664.00	\$26,664.00	\$0.00	\$0.00	\$0.00 0.00%
100.2500.56500.20.00000 Business Software	\$17,300.00	\$17,277.09	\$17,277.09	\$22.91	\$0.00	\$22.91 0.13%
100.2500.58100.20.00000 Dues & Fees Business	\$2,000.00	\$1,288.60	\$1,288.60	\$711.40	\$0.00	\$711.40 35.57%
100.2600.51100.20.00000 Custodian Salaries	\$401,468.00	\$378,866.30	\$378,866.30	\$22,601.70	\$25,242.66	(\$2,640.96) -0.66%

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Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2600.52110.20.00000	\$250,877.00	\$195,761.48	\$195,761.48	\$55,115.52	\$7,199.80	\$47,915.72
Health Insurance Custodians						19.10%
100.2600.52120.20.00000	\$2,160.00	\$2,160.00	\$2,160.00	\$0.00	\$0.00	\$0.00
Dental Insurance Custodians						0.00%
100.2600.52200.20.00000	\$30,712.00	\$26,965.01	\$26,965.01	\$3,746.99	\$1,807.30	\$1,939.69
Social Security Custodians						6.32%
100.2600.52310.20.00000	\$52,966.00	\$47,496.03	\$47,496.03	\$5,469.97	\$3,115.57	\$2,354.40
Nonteacher Retirement Custodians						4.45%
100.2600.53000.20.00000	\$68,600.00	\$45,845.36	\$45,845.36	\$22,754.64	\$0.00	\$22,754.64
Building & Grounds Contract Services						33.17%
100.2600.54110.20.00000	\$25,000.00	\$15,110.70	\$15,110.70	\$9,889.30	\$0.00	\$9,889.30
Water/Sewer						39.56%
100.2600.54210.20.00000	\$19,000.00	\$14,536.50	\$14,536.50	\$4,463.50	\$0.00	\$4,463.50
Disposal Services						23.49%
100.2600.54300.20.00000	\$55,500.00	\$56,551.05	\$56,551.05	(\$1,051.05)	\$0.00	(\$1,051.05)
Repairs & Maintenance						-1.89%
100.2600.55200.20.00000	\$40,814.00	\$40,814.00	\$40,814.00	\$0.00	\$0.00	\$0.00
Property Insurance						0.00%
100.2600.55800.20.00000	\$1,000.00	\$4,773.43	\$4,773.43	(\$3,773.43)	\$0.00	(\$3,773.43)
Training & Travel						-377.34%
100.2600.56100.20.00000	\$45,000.00	\$35,893.24	\$35,893.24	\$9,106.76	\$0.00	\$9,106.76
Supplies						20.24%
100.2600.56110.20.00000	\$38,000.00	\$22,644.10	\$22,644.10	\$15,355.90	\$98.99	\$15,256.91
Maintenance Supplies						40.15%
100.2600.56220.20.00000	\$190,000.00	\$161,482.86	\$161,482.86	\$28,517.14	\$0.00	\$28,517.14
Electricity						15.01%
100.2600.56230.20.00000	\$15,835.00	\$10,563.95	\$10,563.95	\$5,271.05	\$0.00	\$5,271.05
Bottled Gas						33.29%

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2600.56240.20.00000	\$200,000.00	\$71,734.00	\$71,734.00	\$128,266.00	\$0.00	\$128,266.00
Heating Oil						64.13%
100.2600.56260.20.00000	\$4,000.00	\$757.73	\$757.73	\$3,242.27	\$0.00	\$3,242.27
Gasoline						81.06%
100.2600.57300.20.00000	\$27,000.00	\$52,037.87	\$52,037.87	(\$25,037.87)	\$0.00	(\$25,037.87)
Maintenance Equipment						-92.73%
100.2600.57370.20.00000	\$22,001.00	\$22,846.41	\$22,846.41	(\$845.41)	\$0.00	(\$845.41)
Replacement Furniture/Fixtures						-3.84%
100.2700.51100.20.00000	\$12,262.00	\$41,690.59	\$41,690.59	(\$29,428.59)	\$1,089.92	(\$30,518.51)
Transportation Salaries						-248.89%
100.2700.52200.20.00000	\$938.00	\$847.78	\$847.78	\$90.22	\$83.38	\$6.84
Social Security						0.73%
100.2700.55191.20.00000	\$352,232.00	\$237,050.69	\$237,050.69	\$115,181.31	\$0.00	\$115,181.31
Regular Student Transportation						32.70%
100.2700.55192.20.00000	\$365,000.00	\$307,553.26	\$307,553.26	\$57,446.74	\$0.00	\$57,446.74
Special Education Transportation						15.74%
100.2725.55170.22.00000	\$50,000.00	\$27,625.82	\$27,625.82	\$22,374.18	\$0.00	\$22,374.18
Athletic Transportation						44.75%
100.2725.55190.21.00000	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
Field Trips/Cocurricular						100.00%
100.2725.55190.22.00000	\$3,000.00	\$1,445.98	\$1,445.98	\$1,554.02	\$0.00	\$1,554.02
Field Trips/Cocurricular						51.80%
100.2725.55191.22.00000	\$5,000.00	\$1,653.85	\$1,653.85	\$3,346.15	\$0.00	\$3,346.15
Van Operating Costs						66.92%
100.2840.51100.20.00000	\$194,172.00	\$132,542.21	\$132,542.21	\$61,629.79	\$8,843.08	\$52,786.71
Salaries Technology						27.19%
100.2840.52110.20.00000	\$61,507.00	\$34,301.00	\$34,301.00	\$27,206.00	\$1,372.04	\$25,833.96
Health Tech						42.00%

Hinsdale School District

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2840.52120.20.00000 Dental Tech	\$2,160.00	\$1,080.00	\$1,080.00	\$1,080.00	\$0.00	\$1,080.00 50.00%
100.2840.52200.20.00000 Social Security Tech	\$14,854.00	\$9,674.01	\$9,674.01	\$5,179.99	\$658.30	\$4,521.69 30.44%
100.2840.52310.20.00000 Nonteacher Retirement	\$26,271.00	\$17,669.80	\$17,669.80	\$8,601.20	\$1,043.49	\$7,557.71 28.77%
100.2840.53400.20.00000 Powerschool Annual Support	\$8,000.00	\$950.00	\$950.00	\$7,050.00	\$0.00	\$7,050.00 88.13%
100.2840.54300.20.00000 Repairs Tech	\$9,000.00	\$5,034.09	\$5,034.09	\$3,965.91	\$0.00	\$3,965.91 44.07%
100.2840.54420.20.00000 Copier Lease/Maint.	\$18,274.00	\$11,875.12	\$11,875.12	\$6,398.88	\$0.00	\$6,398.88 35.02%
100.2840.55310.20.00000 Phone Internet	\$32,799.00	\$29,782.17	\$29,782.17	\$3,016.83	\$0.00	\$3,016.83 9.20%
100.2840.55800.20.00000 Travel & Conferences Tech	\$4,250.00	\$4,748.57	\$4,748.57	(\$498.57)	\$0.00	(\$498.57) -11.73%
100.2840.56100.20.00000 Supplies Tech	\$9,500.00	\$9,587.42	\$9,587.42	(\$87.42)	\$0.00	(\$87.42) -0.92%
100.2840.56500.20.00000 Software	\$33,412.00	\$32,577.89	\$32,577.89	\$834.11	\$0.00	\$834.11 2.50%
100.2840.57340.20.00000 IT Equipment	\$73,394.00	\$4,779.30	\$4,779.30	\$68,614.70	\$65,391.00	\$3,223.70 4.39%
100.3110.57300.20.00000 Food Service Equipment	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00 100.00%
100.3110.59300.20.00000 Food Service	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00 100.00%
100.4000.53200.20.00000 Facilities Construction & Remodeling	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00 100.00%

Hinsdale School District

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Budget Balance

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100.5100.58300.20.00000 Debt Service Principal	\$720,000.00	\$720,000.00	\$720,000.00	\$0.00	\$0.00	\$0.00 0.00%
100.5100.58400.20.00000 Debt Interest	\$64,547.00	\$64,546.25	\$64,546.25	\$0.75	\$0.00	\$0.75 0.00%
100.5220.59300.99.00000 Transfer To Grants	\$729,500.00	\$0.00	\$0.00	\$729,500.00	\$0.00	\$729,500.00 100.00%
100.5221.59300.99.00000 Transfer To Food Service Fund	\$225,000.00	\$0.00	\$0.00	\$225,000.00	\$0.00	\$225,000.00 100.00%
100.5252.59300.99.00000 Trsf To Sped Exp Trust	\$0.00	\$25,000.00	\$25,000.00	(\$25,000.00)	\$0.00	(\$25,000.00) 0.00%
100.5252.59310.99.00000 Trsf To Sch Maint Exp Fund	\$0.00	\$25,000.00	\$25,000.00	(\$25,000.00)	\$0.00	(\$25,000.00) 0.00%
Fund: 100	\$15,978,137.00	\$12,595,221.23	\$12,595,221.23	\$3,382,915.77	\$1,142,141.05	\$2,240,774.72

Hinsdale School District

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Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

Grand Total:

\$15,978,137.00

\$12,595,221.23

\$12,595,221.23

\$3,382,915.77

\$1,142,141.05

\$2,240,774.72

End of Report

Report from the
DIRECTOR OF
ACADEMICS &
CAREER READINESS

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

HINSDALE

SCHOOL DISTRICT

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

June 2025

Year in review:

Portrait of A Learner:

We did it. We have completed our final POL work. At the board meeting students will present a short presentation with our visual definitions and a little about the process that brought us to this point. As you know, the development of a Portrait is a lengthy process, if done well. I am so proud of our students for stepping up to sit on committees and sharing their ideas on what a Hinsdale's POL should include. Next year we will begin the work of actualizing the Portrait in all classrooms across the campus.

It goes beyond simply defining the desired skills, knowledge, and characteristics of a successful student and involves implementing strategies, practices, and policies that help cultivate those attributes in learners.

Actualizing a portrait of a learner means:

- Translating the vision into action: Turning the defined "portrait" into concrete learning experiences and opportunities for students.
- Aligning education with the vision: Ensuring that curriculum, pedagogy, assessment, and school structures support the development of the desired learner characteristics.
- Creating a supportive environment: Fostering a school culture that values and promotes identified competencies.
- Involving the community: Collaborating with students, families, educators, and community members to realize the vision.
- Continuously evaluating and refining: Regularly assessing progress and making adjustments to ensure the portrait is being effectively actualized.

Extended Learning Opportunities:

It's BAAACCCCKKK!!!! I am so pleased to announce that we had a great exhibition day that highlighted all the amazing ELO students and their hard work throughout the year. Our community mentors embraced our students' passions and taught them so many things. At our mentor dinner we heard so many stories of learning and appreciation. It was a great year for the program.

We currently have thirty-seven students signed up for ELO's for next. It is going to be an exciting year to watch the program grow.

Student Agency:

As I reflected on student agency, I began to take stock in all the ways we have created opportunities for our students and teachers to have demonstrate agency in and out of the classroom.

- Bravely work/ Sunnyside trip
- Student Agency group/ trip
- Portrait of a Learner Committees that included students from every grade level.
- Student Leadership Seminar

Throughout the year, I have seen numerous settings where students were being included in classroom planning, having more control and ownership over their learning experience, and Having students become more empowered and becoming active participants in their education is exactly the direction we are heading. We are not there yet, but we are well on our way to being a more student-centered school.

Statement of Eligibility

I would like to congratulate Billy Fraser, Margit Foster (ELL), Tina Carter and Jeanne Sturges for completing their SOE Process. This Process, which is closely monitored by the DOE, is a long and intense process. These educators worked hard to complete this process, and we are proud to have them as part of our staff. We will continue to collaborate with current staff on SOE's as they make their way through the 3-year process.

Our last two PD days will be filled with ALICE training, first aid training (HES) Social Studies and Science Program review process, MTSS training, and Savvas training. Having these extra two days have allowed for training that we would otherwise have struggled to fit into our schedule.

Dr. Ryan and I recently met with folks from KSC to discuss ways we can collaborate to provide professional development opportunities for anyone that joins our professional staff on an SOE. KSC provides courses in Teaching and Learning that meets the Professional Educator competencies and would allow our new and/or experienced teachers to refine their instructional and classroom practices, while also gaining graduate credit if they choose to. We are excited about this potential partnership as it will help us build confident, strong, and engaging teachers.

Curriculum:

The new MTSS-Academic (MTSS-A) framework at HES has begun to take root. Anna Bassett, the MTSS-A Coordinator at HES, has worked to lay the foundation for a robust MTSS-A (multi-tiered system of support) for students in reading/literacy. MTSS-A has five key components:

1. Universal Screening: Schools use universal screeners to identify students who may need additional support.
2. Tiered Support:

Tier 1: Provides high-quality instruction and support to all students in every classroom during core instruction.

Tier 2: Offers targeted interventions to students who need additional support, either within the core instruction or during additional small group time.

Tier 3: Provides intensive, individualized interventions for students who need the most support, usually in more intensive individual or very small group settings.

3. Progress Monitoring: Schools regularly monitor student progress to see if interventions are working and to make adjustments as needed.
4. Problem Solving: MTSS-A uses a data-based problem-solving approach to identify problems, determine the cause, and develop solutions.
5. Family Engagement: Parents are encouraged to be actively involved in their child's education and to communicate with the school about their child's progress.

This year, HES' key areas of MTSS-A implementation include:

- Establishing a Data Management System. HES' new MTSS-A data management system for reading and literacy meets NH DOE requirements for the new Dyslexia law, including annually assessing mandated literacy domains and providing required assessment information to parents.
- Benchmarking and progress monitoring. A cornerstone of the MTSS-A data management system is benchmarking and progress monitoring students' literacy skills. New this year, we established the use of a digital benchmarking platform, mCLASS, which teachers use three times a year to assess all students in reading.
- Our new MTSS-A data management system also allows for regular progress monitoring of students' literacy skill development. All students receiving Tier II interventions are now bi-weekly progress monitored by Title I staff to ensure interventions align with student needs in a timely manner. Progress monitoring is also now done bi-weekly or monthly with Tier 1 students who are not at grade-level for reading to ensure they are responding to instruction.
- On-going embedded professional development (PD) and coaching to classroom teachers and Title I staff. Part of the MTSS-A data management system work this year includes training teachers in how to benchmark students using the digital platform purchased with Title 1 funds, and putting in place a new structure to support classroom teachers when administering 1:1

student benchmarking. Anna Bassett is providing PD in areas of focus that include benchmarking and progress monitoring for all staff as well as more intensive training to Title I staff.

- A key feature of on-going, embedded professional development for teachers has been the myView Learning Walks designed to provide formative feedback to teachers. Staff meetings provided time for faculty to self-reflect and identify next steps in aligning their instruction with Science of Reading practices. Title I staff participated in professional development for multi-sensory instruction and Science of Reading interventions.
- On June 23 HES faculty and Title I staff will participate in a PD day with a myView curriculum specialist from the publisher, Savvas. Driven by myView student data and teacher feedback, the focus will be on differentiation and scaffolded supports to help in implementing the new E/LA curriculum, myView. Writing instruction will also be a part of the professional development day.
- A PK-5 handwriting curriculum is also an emerging area of focus at HES. The MTSS-A Coordinator conducted an initial assessment of myView and other curricular resources in use. The goal is to have a shared curriculum and instructional routines to ensure vertical alignment in handwriting PK-5.
- Both the MTSS-A Coordinator and Curriculum Coordinator completed the LETRS for Administrators training this year, a 4-part, year-long training for leading Science of Reading literacy shifts at the school and district level. The NH DOE invested heavily in providing LETRS training for teachers and administrators and we were fortunate to have two administrators participate in the final NH-funded cohort.

The Science and Social Studies Program Reviews continue to progress through the four-phase process (Study; Plan; Implement; Review). The Social Studies Program Review is largely in the Implementation phase, developing curriculum for a number of re-designed courses that resulted from the Planning phase. Three courses will be using a new Active Classroom curriculum: grade 6 Ancient Civilizations; grade 7 Geography; and the high school modern World Studies course. Teachers and Social Studies consultant, Ann Hadwen from NHLLI, have been working on developing unit plans for these courses, along with the new grade 8 Social Studies course and the high school US History course. On June 24 and 25, Social Studies teachers will work with Ann Hadwen, to review and refine the course curricula with a focus on integrating opportunities for student inquiry throughout the courses.

The Science Program Review team, consisting of all the HMHS science teachers, worked with Science consultant Barbara Hopkins in March and April as part of the Study phase of the Program Review process. Barbara collaborated with teachers in their classes and met one to one with teachers during their prep periods in a coaching role focused on student agency and inquiry in science. The team then met to begin to develop Science competencies and will have a final meeting for the year on June 23 to continue the process.

The HMHS Advisory program is wrapping up its first year under the guidance of three teachers serving as Advisory Team Leads: Jillian Perzan and Liz Boggio for the middle school and Tara Conway for the high school. Each month, the Team Leads develop and share with advisors daily Advisory plans that reflect the monthly theme (May was Growth & Reflection and June is Celebration), and the weekly arc: Mindset Monday; Talk About It Tuesday; Work on it Wednesday; Think About it Thursday; Flexible Friday. One example of a shared June Advisory high school activity is writing a thank you note to someone who made a difference in their life this year. The lesson focuses on the importance of expressing gratitude and how to write a great thank you note. In the middle school, Advisories are working on The Great Raft Challenge where each advisory builds a raft out of recycled materials and float the raft – with a volunteer student in it – in the town pool on the last day of school.

Title I and HASP jointly sponsored a very successful Family Movie Night on Friday, May 30th with the showing of Finding Nemo. Roxann LeClaire, Katie Elmer and Maryann O'Malley hosted the event that included a brief information session about Title I programming, a book give-away, and snacks. Hinsdale's ESEA Consolidated Application for its Title I, II and IV grants will be submitted to the NH Department of Education by July 1. This multi-part application is new as of spring of 2024 and includes submission of a needs assessment, budget summary, comprehensive school plan, and other components. Despite delays at the federal level in issuing grant allocations, the Title grants program office at the NH DOE anticipates 41% of allocations to be available in summer and the remaining 59% to be available as of October 1, 2025.

I hope you all have a great summer.

Report from the
PRINCIPAL

Hinsdale Middle High
School

HINSDALE MIDDLE / HIGH SCHOOL

49 School Street
Hinsdale, New Hampshire 03451

Anna M. Roth
Principal

Patricia A. Wallace
Director of Student Services

Christopher S. Ponce
Assistant Principal

Sam Kilelee
Athletic Director

HMHS Board Report for June 2025

Submitted 6/6/25 by Anna Roth

Upcoming Events

- Academic Awards Assembly 6/6
- Class Day 6/13
- Graduation 6/14

Academics

Senior final exams will take place the week of 6/9, with the remainder of the school participating in final exams the week of 6/16. Report cards will go out the week of 6/23.

Teachers have received their course assignments for next school year and have begun planning. We are excited to be able to offer more AP courses next year in addition to two non-traditional math courses which will support our students for whom math is not an area of strength- Fundamentals of Algebra and Business and Personal Math.

Social Emotional

See behavior data below. An uptick in unexpected behaviors is common at the end of the school year. Many students start to feel anxious about the long stretch of time at home without the support of their teachers and other school services, and this can exhibit itself in the form of conduct that does not align with our community expectations.

End of Year/Transitions

We had a great 5th grade move up day this week. The students visited the school for nearly 3 hours, and their time included student led tours, hearing from a panel of current 6th grade students, and spending time with their future teachers. The sixth grade students who led tours or served on the panel were well prepared and represented our school very well. We look forward to welcoming the future Class of 2032 in a few short months!

Perseverance Advocacy Collaboration Empathy Responsibility Scholarship

SAU 92 does not discriminate on the basis of race, color, national origin, gender, sex, sexual orientation, religion, nationality, ethnic origins, country of origin, economic status, status as a victim of domestic violence, harassment, sexual assault, or stalking, disability, age or other protected classes under applicable law in its educational programs and activities. SAU 92 also provides equal access to buildings for youth groups. Link to Training - <https://nhprimex.org/explore-training/single/understanding-sexual-harassment/> Questions about Title IX can be referred to the SAU 92 Superintendent, Dr. David Ryan, dryan@hnhdsd.org or 603-336-5728

Staffing

We have begun to identify expected staff vacancies that will need to be filled for the 25 – 26 school year. As of the writing of this report, we have posted for:

- French
- High School Math
- Computer Science
- Special Ed Case Manager
- Special Ed Paraprofessionals

Enrollment

6 th	43	
7 th	37	
8 th	39	
9 th	44	
10 th	41	
11 th	29	2 CCC
12 th	33	2 WRCC
Total	266	

Hinsdale Middle High School Discipline (as of 6/6/25)

Month	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total # of Referrals	1	55	125	62	87	61	45	98	95	58	10
MS Referrals	0	27	67	31	41	40	27	65	52	36	8
HS Referrals	1	38	58	31	46	21	19	34	45	26	2
Identified Students' Referrals	0	17	43	22	29	25	14	31	30	27	
Bullying	0	0	2*unsub	2*unsub	1	2 (1/1)	0	1	1	2 (1/1)	2
Civil Rights	0	0	0	2	0	0	0	0	5 (4/1)	0	0
Title IX	0	0	0	0	0	0	0	1*unsub	0	0	0
Truancy / Tardies	0	17	37	5	27	5	14	22	12	0	0
Drugs / Alcohol / Tobacco / Vaping	1	1	0	0	0	2	0	1	3	2	0

Report from the
DIRECTOR OF
TECHNOLOGY

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

HINSDALE SCHOOL DISTRICT

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

Justin Therieau
Director of Technology
June Technology Report

Hinsdale School Board,

The technology department was busy this past month with supporting many different types of events. We provided equipment for the Title I/HASP family movie night. Provided a projector to the talent show at HMHS. NHSAS testing was supported with many spare laptops being loaned to several classrooms.

Interviews have begun for the open Technical Support Specialist position. These will conclude on June 11th, and I hope to have a candidate selected by that time. We had a total of 12 candidates apply with 4 candidates being selected for interviews. My hope is to provide some overlap in the final weeks of June to ensure that the new person is brought up to speed on where support currently stands.

Daisy (Digital Learning Specialist) has been meeting with teachers and staff. In her meetings she has been given many pieces of technology equipment from some of these people. The equipment has ranged from new in box tablets and robotics kits to science probes and STEM items. We have begun discussing rough ideas for how these pieces of technology can be used in what teachers are already doing in their classrooms.

I have begun the work with the MSP (Managed Service Provider) in Winchester to transition from their services to mine.

With the end of school approaching, we look forward to supporting other events on the calendar. We will also be working through the collection of student laptop devices.

Report from the
DIRECTOR OF
STUDENT SERVICES

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

HINSDALE SCHOOL DISTRICT

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

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Student Services Board Report for May 2025

Submitted June 4, 2025, by Patricia Wallace, M.Ed., CAGS

Highlights about indicator reports received from the New Hampshire Department of Education:

- There have been no new reports since the start during Month of May on any indicators.
- Indicator 8 (Parent survey) closed on May 30 and will get that data in June.
- Indicator 7 (Preschool outcomes) will be run on June 13.

Ongoing projects through Special Education:

- Preschool is completing DRDP state assessment. I will be working on exiting any students moving up to Kindergarten before June 13.

Numbers in Special Education for April 2025:

- Number of Special Education Students that moved out of district: 0
- Number of Special Education Students that moved into the district: 0
- Number of new referrals made in March: 1 -5
 - Preschool – Early Childhood supports referral: 1-5
 - Elementary School: 1 -5
 - Middle/High School: 1-5
- Number of Students Evaluated (new or part of a 3-year eval) that do not meet criteria: 0

Celebrations:

- The featured staff member for this Month is Michelle Bemis. She is the district wide COTA (Certified Occupational Therapist Assistant).
- Kleay Steever, para educator at the Middle/High School, celebrated the birth of her son, Taytum, on May 12th.
- I was voted onto the New Hampshire Association of Special Education Administration Board of Directors for a 2-year term.
- Tina Carter received her "Beginning Educator License" after being on a SOE for the last 3 years.

Individual Employee Plan (I.E.P)

Hi, I'm Michelle Bemis

What is your fight song? Don't say "I can't," say "I need more practice."

What is one thing about you that you want the school committee to know about you?
That I truly care about everyone.

Why is this important to you? This is important to me because you never know what others are going through or what is happening in their lives at any moment.

I work best when I think I work best when what I have planned comes together, however, realistically I can adapt to any situation that arises in the moment.

My unique talent/character is I am a good problem solver and am good at reading people.

My family members are My partner Tom, my daughter Miranda, her husband Adam, my son Raynor, his partner Danielle and her son Jackson, my dog Blizzard and my son's dog Elwood.

What is your best professional accomplishment Seeing my students graduate from OT

I like to receive recognition Private a small gift, kudos or private email

My preferred learning style is kinesthetic

My favor memory teaching Seeing my students' reaction when they finally achieve what they have been working towards for a long time.

How I manage a stressful situation I manage stressful situations by staying calm and thinking them through. My grandfather always said, "you can only work on one step at a time".

I relax by Hiking, kayaking or sitting by a river

I can live without My cell phone

I can't live without Nature

I prefer Tea versus coffee, bagel versus donuts, salty versus sweet, getting up early versus staying up late

If I won the lotto for \$200 million the first three things I would buy are: 1 and 2-buy a house for each of my children, 3. Buy a secluded off grid camp on a lake for my family

I went to High school: Whitingham school in Jacksonville, Vermont

I went to college Greenfield Community College, Greenfield, MA for Occupational Therapy Assistant

I choose my career because I chose a career as an occupational therapy assistant because it allows me to work each day with individuals who experience differences in how they interact with the world. In my role, I focus on helping students become as independent as possible by supporting what is most meaningful to them. Watching them build skills, overcome challenges, and achieve their goals is not only rewarding—it's the reason I'm passionate about what I do.

As the Director of Student Services, I appreciate Michelle because of her positive attitude that she exhibits to her students and co-workers. She is willing to meet the students with where they are. If that means working on the floor or at a desk, that is ok. She is always challenging the students to do one more step than they think they can. That is why she has been successful and making progressing with each student after each session.

BOARD BUSINESS

DAF – ADMINISTRATION OF FEDERAL GRANT FUNDS

Commented [1]: Additional requirements for federal procurement was added under DAF-3, H 6-9, Page 12.

Category: Priority/Required by Law

NOTICE: Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this policy, and any administrative procedures adopted implementing this policy.

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grant management to be used by the District in the administration of any funds received by the District through Federal grant programs as required by applicable NH and Federal laws or regulations, including without limitation, the UGG.

The Board directs the Superintendent & Business Manager to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal and/or state law and regulation and shall be based on best practices.

The Superintendent is directed to assure that all individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award and this policy.

To the extent not covered by this policy, the administrative procedures and internal controls must provide for:

1. Identification of all federal funds received and expended and their program source;
2. Accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. Records sufficient to track the receipt and use of funds;
4. Effective control and accountability over assets to assure they are used only for authorized purposes; and,
5. Comparison of expenditures against budget.

DAF-1 ALLOWABILITY

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

A. Cost Principles: Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

1. Be “necessary” and “reasonable” for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.
 - a. To determine whether a cost is “reasonable”, consideration shall be given to: whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
 - b. the restraints or requirements imposed by such factors as sound business practices, arm’s length bargaining, Federal, State, local, tribal and other laws and regulations;
 - c. market prices for comparable goods or services for the geographic area;
 - d. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
 - e. whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the “necessary” element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.
2. When determining whether a cost is “necessary”, consideration may be given to whether:
 - a. the cost is needed for the proper and efficient performance of the grant program;
 - b. the cost is identified in the approved budget or application;
 - c. there is an educational benefit associated with the cost;
 - d. the cost aligns with identified needs based on results and findings from a needs assessment; and/or
 - e. the cost addresses program goals and objectives and is based on program data.
3. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.
4. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award..
5. Be consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the District.
6. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like

circumstances has been assigned as an indirect cost under another award.

7. Be determined in accordance with generally accepted accounting principles.
8. Be representative of actual cost, net of all applicable credits or offsets. The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.
9. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
10. Be adequately documented:
 - a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
 - b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

B. Selected Items of Cost: The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

C. Cost Compliance: The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

D. Determining Whether A Cost is Direct or Indirect:

1. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

2. "Indirect costs" are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers. The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all the following conditions are met:

- a. Administrative or clerical services are integral to a project or activity.
- b. Individuals involved can be specifically identified with the project or activity.
- c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.

The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by NHDOE or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).

E. Timely Obligation of Funds: Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following are examples of when funds are determined to be "obligated" under applicable regulation of the U.S. Department of Education:

When the obligation is for:

1. Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.
2. Personal services by an employee of the District – when the services are performed.
3. Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.
4. Public utility services – when the District received the services.
5. Travel – when the travel is taken.

6. Rental of property – when the District uses the property.
7. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E – Cost Principles – on the first day of the project period.

F. Period of Performance: All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification (“GAN”). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period of carry over. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is substantially approved, unless an agreement exists with NHDOE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five (45) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consistently, the District shall closely monitor grant spending throughout the grant cycle.

DAF-2 CASH MANAGEMENT AND FUND CONTROL

Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of NHDOE or other applicable pass-through-entity.

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District’s payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHDOE (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the NHDOE, grantor agency or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District’s financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The District receives less than \$120,000 in Federal awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.
- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

DAF-3 PROCUREMENT

All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District's documented general purchase policy DJ.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

A. Competition: All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;

2. unnecessary experience and excessive bonding requirements;
3. noncompetitive contracts to consultants that are on retainer contracts;
4. organizational conflicts of interest;
5. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and/or
6. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list must include enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list as requested.

B. Solicitation Language: The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

C. Procurement Methods: The District shall utilize the following methods of procurement:

1. Micro-purchases
Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.
2. Small Purchases (Simplified Acquisition)
Small purchase procedures provide for relatively simple and informal procurement

methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$250,000.

- a. In order for sealed bidding to be feasible, the following conditions shall be present:
 - i. a complete, adequate, and realistic specification or purchase description is available;
 - ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- b. When sealed bids are used, the following requirements apply:
 - i. Bids shall be solicited in accordance with the provisions of State law and *Policy DJE*. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
 - ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
 - iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
 - v. The Board reserves the right to reject any and all bids for sound documented reason.
 - vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.I.

4. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one sources submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and,
- d. after solicitation of a number of sources, competition is determined to be inadequate.

D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms: The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

- 1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- 2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- 5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- 6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

E. Contract/Price Analysis: The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.323(a)). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

F. Time and Materials Contracts: The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

G. Suspension and Disbarment: The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance/ and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so

excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000 the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at www.sam.gov (which replaced the former Excluded Parties List System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Sub part C).

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under DAF-3, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screenshot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

H. Additional Requirements for Procurement Contracts Using Federal Funds:

1. For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).
2. For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II(B)).
3. For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II(G)).
4. For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti Lobbying Certification as required under 2 CFR 200, Appendix II (J).
5. For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.323(b)).
6. **"Domestic Preference" Requirement:** The District must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g. subcontractor, food service management companies, etc.). It also generally applies to all purchases, even those below the micro-purchase

threshold, unless otherwise stipulated by the Federal awarding agency. See also additional "Buy American" provisions in DAF-4.C regarding food service procurement.

7. **Huawei Ban:** The District may not use Federal funds to procure, obtain, or enter into or renew a contract to procure or obtain equipment, services, or systems which substantially use telecommunications equipment or services produced by Huawei Technologies Company or ZTE Corporation, or any of their subsidiaries.
8. **Construction Contracts: Davis-Bacon Act Compliance:** All contracts/projects in excess of \$2,000 for the construction, alteration, or repair of public buildings or public works for which the funds are provided in whole or in part by federal funds are subject to the requirements of the Davis-Bacon Act (40 U.S.C. 3141-3148) Accordingly, such contracts and projects must adhere to the following:
 - a. **Prevailing Wage Requirements:**
 - i. **Wage Determination.** Contractors and subcontractors must pay all laborers and mechanics weekly, and at no less than the prevailing wages and fringe benefits as determined by the U.S. Department of Labor (DOL) for the locality in which the project is performed. The "Prevailing Wage determination" must be included in all applicable bid solicitations and contracts.
 - ii. **Certification of Payroll Reporting.** Contractors and subcontractors must submit weekly certified payroll records (Form WH-347 or equivalent) to the district official overseeing the project and/or grant (e.g., clerk of the works, project manager, etc.). Such payroll records must include employee names, classifications, hourly rates, actual hours worked, and deductions.
 - b. **Worksite Postings:** Contractors/subcontractors must post the Prevailing Wage Determination, as well as the Department of Labor's "Employee Rights Under the Davis-Bacon" at the job site in a visible location.
 - c. **Contractor and Subcontractor Compliance.**
 - i. District contracts subject to the Davis-Bacon Act must include a compliance clause requiring contractor and subcontractor adherence to prevailing wage standards and the additional requirements of the Davis-Bacon Act and this policy section.
 - ii. Contractors must ensure that their subcontractors also comply with the requirements of the Davis-Bacon Act.
 - d. **Enforcement and Non-compliance.**
 - i. The district official overseeing the project and/or grant (e.g., clerk of the works, project manager, etc.) shall be responsible for monitoring contractor adherence to the Davis-Bacon Act.
9. Any suspected violations must be reported to the Business Administrator and may be referred to the U.S. Department of Labor Wage and Hour Division for further investigation.

I. Bid Protest: The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures

prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

J. Maintenance of Procurement Records: The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding disbarment/suspension queries or actions. Such records shall be retained consistent with District policy EHB and District Administrative Procedures EHB-R.

DAF-4 PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

A. Mandatory Contract Clauses: The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management

and Budget cost circulars;

5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

B. Contracts with Food Service Management Companies: Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHDOE, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds. No employee, board member or other District officer, or agent in the selection, award or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict - or apparent conflict - of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of those parties indicated herein, (collectively a "covered individual:") has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Additionally, no employee, board member or other District officer, or agent may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontractors. This prohibition, however, shall not apply to gratuities of de minimus value, which, for purposes of the policy, are individual gifts, favors, or other items of monetary value, worth \$50 or less and which have no bearing on the selection, award, or administration of a federal award.

Each covered individual who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent, who, in turn, shall disclose in writing any such potential conflict of interest to the NHDOE or other applicable pass-through entity.

Employees who violate this provision are subject to disciplinary consequences up to and including dismissal. Agents or contractors acting on behalf of the district are subject to contract termination. School board members or other district officers are subject to such

actions as are within the authority of the school board or district. Violations will also be reported to law enforcement in appropriate circumstances.

The Superintendent shall timely disclose in writing to NHDOE or other applicable pass-through-entity, and the federal awarding agency whenever the superintendent has credible evidence of the commission violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The notice to the Federal awarding agency shall be directed to that agency's Office of the Inspector General. The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

Equipment and supplies acquired ("property" as used in this policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

A. "Equipment" and "Pilferable Items" Defined: For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. "Pilferable items" are those items, *regardless of cost*, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.

B. Records: The *Superintendent* shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

C. Inventory: No less than once every two years, the *Superintendent* shall cause a physical inventory of all equipment and pilferable items must be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy *DAF*, inventories shall be conducted consistent with Board Policy *DID*.

D. Control, Maintenance and Disposition: The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:

1. prevent loss, damage, or theft of the property; Any loss, damage, or theft must be investigated;
2. to maintain the property and keep it in good condition; and
3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient. For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent.

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district’s non-federally funded activities, and in accordance with the district’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the *Superintendent* shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

All fiscal transactions must be approved by the *Superintendent* who can attest that the expenditure is allowable and approved under the federal program. The *Superintendent* submits all required certifications.

DAF-9 TIME-EFFORT REPORTING / OVERSIGHT

The Superintendent will establish sufficient oversight of the operations of federally supported

activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

A. **Compensation:** Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

1. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and 2. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

B. Time and Effort Reports:

1. Time and effort reports - general standards. Such reports shall:
 - a. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - b. be incorporated into the official records of the District;
 - c. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
 - d. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
 - e. comply with the District's established accounting policies and practices;
 - f. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.
2. Individual employee time and effort reporting. Timesheets and required periodic certifications shall include at a minimum:
 - a. Employee name;
 - b. Grant information;
 - c. Time spent on grant;
 - d. Period of performance;

- e. Signature of employee, and dated after period of performance;
- f. Signature of employee's supervisor who has direct knowledge of the work performed, and dated after period of performance, and
- g. Certifying statement that information is true (can be placed above signatures).

DAF-10 GRANT BUDGET RECONCILIATION

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

DAF-11 SUBRECIPIENT MONITORING AND MANAGEMENT

When entering agreements involving the expenditure or disbursements of federal grant funds, the District shall determine whether the recipient of such federal funds is a "contractor" or "sub recipient", as those terms are defined in 2 CFR §200.23 and §200.93, respectively. See also guidance at 2 CFR §200.330 "Sub recipient and contractor determinations". Generally, "sub recipients" are instrumental in implementing the applicable work program whereas a "contractor" provides goods and services for the District's own use. Contractors will be subject to the District's procurement and purchasing policies (e.g., DAF-3 relative to federal grant funds, DJE relative to bidding requirements for non-federal money projects, etc.). Sub-recipients are subject to this Policy.

Under the UGG, the District is considered a "pass-through entity" in relation to its sub recipients, and as such requires that sub recipients comply with applicable terms and conditions (flow-down provisions). All sub recipients of Federal or State funds received through the District are subject to the same Federal and State statutes, regulations, and award terms and conditions as the District.

A. Sub-award Contents and Communication.

In the execution of every sub-award, the District will communicate the following information to the sub recipient and include the same information in the sub-award agreement.

1. Every sub-award will be clearly identified and include the following Federal award identification:
 - a. Sub recipient name
 - b. Sub recipient's unique ID number (DUNS)
 - c. Federal Award ID Number (FAIN)

- d. Federal award date
 - e. Period of performance start and end date
 - f. Amount of federal funds obligated
 - g. Amount of federal funds obligated to the sub recipient
 - h. Total amount of the Federal award
 - i. Total approved cost sharing or match required where applicable
 - j. Project description responsive to FFATA
 - k. Name of Federal awarding agency, pass through entity and contact information
 - l. CFDA number and name
 - m. Identification of the award is R&D
 - n. Indirect cost rate for the Federal award
2. Requirements imposed by the District including statutes, regulations, and the terms and conditions of the Federal award.
 3. Any additional requirements the District deems necessary for financial or performance reporting of sub recipients as necessary.
 4. An approved indirect cost rate negotiated between sub recipient and the Federal government or between the pass-through entity and sub recipient.
 5. Requirements that the District and its auditors have access to the sub recipient records and financial statements.
 6. Terms and conditions for closeout of the sub-award.

B. Sub recipient Monitoring Procedures.

The Superintendent is responsible for having all the District project managers monitor sub recipients. The District will monitor the activities of the sub recipient to ensure the sub-award is used for authorized purposes. The frequency of monitoring review will be specified in the sub-award and conducted concurrently with all invoice submission.

Sub recipient monitoring procedures include:

1. At the time of proposal, assess the potential of the sub recipient for programmatic, financial, and administrative suitability.
2. Evaluate each sub recipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the sub recipient's:
 - a. Prior experience with the same or similar sub-awards.
 - b. Results of previous audits and single audit (if applicable).
 - c. New personnel or new or substantially changed systems.
 - d. The extent and results of Federal awarding agency monitoring.
3. Confirm the statement of work and review any non-standard terms and conditions of the sub-award during the negotiation process.

4. Monitor financial and programmatic progress and ability of the sub recipient to meet objectives of the sub-award. To facilitate this review, sub recipients are required to submit sufficient invoice detail and a progress report. The District project managers will encourage sub recipients to submit regular invoices.
 5. Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
 6. In conducting regular oversight and monitoring, the District project managers will:
 - a. Verify invoices that include progress reports.
 - b. Raise any concerns to the superintendent.
 - c. Initial the progress report and invoice confirming review and approval prior to payment.
 - d. Review subrecipient match tasks for eligibility.
 - e. Obtain report, certification and supporting documentation of local (non-federal)/in-kind match work from the sub recipient.
 - f. Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.
 - g. Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.
 - h. Review progress reports to ensure project is progressing appropriately and on schedule.
 7. The Business Administrator, upon recommendation from the project's manager, will approve the invoice payment and will initial invoices confirming review and approval prior to payment.
 8. Payments will be withheld from sub recipients for the following reasons:
 - a. Insufficient detail to support the costs billed;
 - b. Unallowable costs;
 - c. Ineligible costs; and/or
 - d. Incomplete work or work not completed in accordance with required specifications.
 9. Verify every sub recipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements.
- C. **Sub recipient Project Files.** Sub recipient project files will contain, at a minimum, the following:
- a. Project proposal;
 - b. Project scope;
 - c. Progress reports;
 - d. Interim and final products; and
 - e. Copies of other applicable project documents as required, such as copies of contracts or MOUs.

D. Audit Requirements. A Single Audit is required when a subrecipient expends \$1,000,000 or more in federal awards during the fiscal year.

All sub recipients are required to annually submit their audit and Single Audit report to the District for review to ensure the sub recipient has complied with good accounting practices and federal regulations. If a deficiency is identified, the District will:

1. Issue a management decision on audit findings pertaining to the Federal award.
2. Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through entity's own records.

E. Methodology for Resolving Findings.

The District will work with sub recipients to resolve any findings and deficiencies. To do so, the District may follow up on deficiencies identified through on-site reviews, provision of basic technical assistance, and other means of assistance as appropriate.

The District will only consider taking enforcement action against non-compliant sub recipients in accordance with 2 CFR 200.339 when noncompliance cannot be remedied. Enforcement may include taking any of the following actions as appropriate:

- a. Temporarily withhold cash payments pending correction of the deficiency;
- b. Disallow all or part of the cost of the activity or action not in compliance;
- c. Wholly or partly suspend or terminate the sub-award;
- d. Initiate suspension or debarment proceedings;
- e. Withhold further Federal awards for the project or program; and/or
- f. Take other remedies that may be legally available.

DAF-12 REPORTING ON REAL PROPERTY

The District will annually submit reports on forms provided by the New Hampshire Department of Education (NHED) and in accordance with the Rules or procedures of NHED of any real property in which the Federal Government retains an interest.

DAF-13 WHISTLEBLOWER PROTECTIONS: NOTIFICATION, RIGHTS & REMEDIES

In accordance with the Federal Uniform Grant Guidance, the District is committed to maintaining the highest standards of integrity and transparency in its operations. This policy encourages and protects employees, contractors, and other stakeholders who report, in good faith, any instance of fraud, waste, abuse, or any other misconduct related to federally funded programs. The District will not retaliate against any individual who, in good faith, reports concerns related to financial irregularities, fraud, or any violation of law or policy involving federally funded programs. Retaliation against a whistleblower may result in disciplinary action, up to and including termination.

The Superintendent shall ensure that all employees and contractors are notified in writing of their whistleblower rights and remedies under 41 U.S.C. § 4712, including the protection against retaliation for reporting misconduct.

Methods of notification may include:

- Employee handbooks, training materials, and/or other onboarding resources;
- Contracts with employees and or third party contractors;
- Periodically distributed to all employees via email or other communication channels; or
- Displayed prominently in the District's internal communication platforms and in common areas of the workplace.

Individuals may report suspected violations through the following methods:

- Directly to the Superintendent or Business Administrator, via email or in writing.
- Reporting directly to Office of Inspector General for the Federal awarding agency.

District Policy History:

Revised First reading: December 5, 2024

Revised Second reading/adopted: January 2, 2025

District revision history: *Review and revision by the WSB October 2021, November 2024.*

Legal References:

42 USC 1751 – 66 National School Lunch Act

2 CFR Part 180

2 CFR Part 200

200.0 - 200.99; 200.305; 200.313(d); 200.317-.326; 200.403-.406; 200.413(a)-(c);

200.430; 200.431; 200.458; 200.474(b)

200 Appendix II

7 CFR Part 210

210.16; 210.19; 210.21; 215.14a; 220.16

CORRESPONDENCE

As the school year comes to a close, we reflect on the incredible trip to Puerto Rico that Hinsdale students and parents enjoyed a month and a half ago. We would like to take this opportunity to express our heartfelt appreciation to everyone who made this journey possible. Your support and contributions were invaluable in creating such a memorable experience.

First and foremost, we would like to extend our sincere appreciation to Tammy Stebbins. When faced with the challenging situation of the previous leader stepping down, Tammy did not hesitate to step up. Instead of allowing everything to fall apart, she took charge and ensured that the trip could go on as planned. Her dedication and determination were evident throughout the entire process, and we are truly grateful for her commitment to making this experience a success. Thank you, Tammy, for your leadership and for going above and beyond for all of us.

Tammy faced several hurdles leading up to our departure, but she handled each one with professionalism and grace. She kept everyone informed of any changes and updates, ensuring that parents and students felt supported every step of the way. We are all incredibly grateful for her hard work, commitment, and the care she showed for our students and their experience. Thank you, Tammy, for making this trip possible!

As departure day finally arrived, and anxiety levels were at an all-time high for many of us parents, Tammy truly became our pillar of strength. She expertly guided us through the process of securing our boarding passes, navigating TSA, and finally boarding the plane. Her calm demeanor and leadership made a potentially stressful situation much more manageable.

Once we arrived in Puerto Rico, the busy schedule kicked into high gear, and we hit the ground running. The trip was incredibly well organized, filled with educational learning and rich cultural opportunities for both students and parents alike. We experienced so much during that week, from breathtaking sights to immersive activities that deepened our understanding of Puerto Rican culture.

We are immensely grateful for everything this trip offered. It was an unforgettable experience for both parents and students, filled with memories that we will cherish for years to come. All the challenges and craziness that led up to our arrival in Puerto Rico were absolutely worth it, and we have Tammy to thank for making it all possible.

We would also like to extend our heartfelt thanks to Pamela Spurlock for stepping up to support Tammy. Her professionalism and dedication were instrumental in helping to get everything organized as the trip approached. With both Tammy and Pamela at the helm, we felt confident and well-prepared for the journey ahead.

Their teamwork and commitment ensured that the trip was not only well-structured but also filled with memorable experiences for everyone involved. Between Tammy's leadership and Pamela's organizational skills, this trip became a true memory maker for us all. We are grateful

for their hard work and the positive impact they had on our adventure in Puerto Rico. Thank you, Tammy and Pamela, for making this experience one we will cherish forever!

We would also like to express our sincere gratitude to the school and administration for their support in making this trip possible. Your willingness to facilitate this experience for us has been invaluable. Thank you for believing in the importance of these opportunities and for helping to create lasting memories for everyone involved.

Sincerely

2025 Puerto Rico parents and students